UTREx

Data Clearinghouse File Specification 2014-2015

Introduction

2014-2015 Update:

The UTREx File Specification Document was updated for the 2014-2015 school year. In order to create a one stop location for UTREx information, the following documents have been combined:

- UTREx Update Transactions document
- UTREx Level 1 Validation Rules and Tables
- USOE SIF (Schools Interoperability Framework) Information and Mapping
- UTREx Level 2 Validation Rules and Tabels

Intended Audience:

This document is intended for users of the Data Collector at Local Educational Agencies (LEAs), as well as the developers of their Student Information Systems (SIS).

[Last Revised: February 2015]

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District Record (DI)

Record Type "DI=" (Required all updates) Must be the first record in each UTREx update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch and the date of the data extract from the SIS system. **ALL** data elements are **required** for **ALL UPDATES.**

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD-ID	03				DI=	District Record ID, flat-file and SIF
LEA NUMBER	02	LEAInfo/ StateProvinceId	0	LEAInfo	Alpha	This can ONLY be a State assigned and approved LEA number
YEAR IDENTIFIER	04				YR=	Flat-file only
SCHOOL YEAR	04				Numeric, 4.0; century and year (YYYY)	Numeric Century & Year
MONTH IDENTIFIER	04				OK=	Field no longer used
WHICH MONTH	03				JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	Field no longer used
SISASOFDATE	23				Numeric 23.0 Datetime: YYYY-MM-DD HH:MM:SS.SSS, e.g. '2010-10-21 00:00:00.000'	Datetime data was extracted from SIS (SIF or flat-file). Inserted by manifest for SIF collections, entered as field for flat-file.

District Record (DI): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
DI	District Record	Identifying Fields				LEA Number, School Year, SIS As Of Datetime	
DI	LEA Number	Must be present	001	Err			
		Exact length = 2	006	Err			
		No blanks, all chars in (A-Z), (0-9)	021	Err			
		Must be a valid LEA in CACTUS	DI.101	Err	Must be valid LEA in CACTUS - LEA Number on District Record	The value (ColumnData) for LEA Number is invalid because it is not found in CACTUS. No data will uploaded; cancel and check LEA Number before restarting collection.	No record in REF_SCHOOL_LEA where LEA_NUMBER = LEA Number and ACTIVE_FLAG = 'Y'
DI	SchoolYear	Must be present	001	Err			
		Exact length = 4	006	Err			
		Must be current school year	031	Err			Use manifest SchoolYear property
DI	SIS As Of Datetime	Must be present	001	Err			
		Must be valid date	003	Err			
		Cannot be future date	030	Err			
		Should be in current school year	032w	Warn			Use manifest SchoolYearStart and End properties

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
DI	Multi-record	District submission must include student records	DI.102	Err	ZERO S1 records in data collection	The count of 'S1' records with this LEA number is 0. All data sets to be loaded into UTREx MUST contain student level data. No data will be uploaded; cancel and restart collection after ensuring that student data with this LEA number is available.	Count of S1 records with this LEA Number must be > 0
DI	Multi-record	Must be only one DI record in dataset	DI.103	Err	Multiple LEA numbers - District Record	The District Record is invalid because more than one LEA Number was submitted. No data will be uploaded; cancel and restart collection with only one LEA Number.	Multiple DI records may be submitted in flat-file; manifest should group them by LEA Number and School Year, use max SIS AS Of Datetime

School Record (SC)

Record Type “SC=” (Required all updates) This record identifies a new **SCHOOL** within an update batch. All student records that follow this “SC” record will be identified as belonging to this school. The first record following the “DI” record in an update batch must be an “SC” record, and an additional “SC” record must be present to indicate each new School within a batch.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Value	Description
RECORD-ID	03				SC=	The first three characters of the school record must always contain the record identifier “SC=”.
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric, 3.0 - Output as string	Numeric School Number
DAYS IN SCHOOL YEAR	03	CalendarSummary/ DaysInSession	0	CalendarSummary	Numeric, 3.0; Value > 0	Number of days school is in session
LAST DAY OF SCHOOL	04	CalendarSummary/ LastInstructionDate	0	CalendarSummary	Numeric 4.0; MMDD, MM can only be 05, 06, or 07 - Output as string	Last day school is in session (MMDD)
SCHEDULE YEAR TYPE	01	SchoolInfo/SessionType	0	SchoolInfo	S, T, Y, O	YEAR schedule type for the school
SCHEDULE DAY TYPE	01	SchoolInfo/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ SchoolInfoExtensions/ ScheduleDayType	1	SchoolInfo	E, S, X, F, B, M, O	DAY schedule type for the school
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha-Numeric	LEA Number

School Record (SC): Detailed Field Descriptions

Record-ID: **(Required all updates)** The first three characters of the school record must always contain the record identifier "SC=".

School Number: **(Required all updates)** The actual school number. This will be validated against the school numbers in the CACTUS database. In the October 1 upload, if the SCHOOL NUMBER indicates a Charter School, the count of students CANNOT exceed the approved maximum enrollment of the school.

Note: This can ONLY be a State assigned and approved school number. For questions about school numbers, or assignment of school numbers, or changes to school data such as grade high or low, contact Sarah Wald (801-538-7947); Sarah.Wald@schools.utah.gov).

Days in School Year: **(Required all updates)** The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Cannot be blank, must be complete, and must be greater than ZERO.

Last Day of School: **(Required all updates)** The last day the school is in session (current school year). Format is MMDD (MM = month; DD = day). Must be complete (leading zero for day less than 10). Month must be 05, 06, or 07.

Schedule Year Type: **(Required)** The type of yearly schedule.

Code	Meaning
S	Semester
T	Trimester
Y	Year Round
O	Other

School Record (SC): Detailed Field Descriptions

Schedule Day Type: **(Required)** The type of daily schedule.

Code	Meaning
E	Elementary
S	7 Period day
X	6 Period day
F	5 Period day
B	4 Period day
M	Modified Block
O	Other

School Record (SC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
SC	School Record	Identifying Fields				School Number, LEA Number	
SC	School Number	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 3	006	Err			
		No spaces	020	Err			
		Combine SC.201 with SC.202. Must be valid school in CACTUS and not designated as 'closed' with a closure date prior to June 30 of current school year.	SC.201	Err	Must be active valid school in CACTUS - School Number on School Record	The value (ColumnData) for School Number is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS.	If closed June 30 or later of current school year, closure relates to next year and school is still active for current year. No record in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number and (CLOSED_FLAG = 0 or DATE_CLOSED >= SchoolYearEnd property).
SC	Days In School Year	Must be present	001	Err			
		Exact length = 3	006	Err			
		No spaces	020	Err			
		Must be numeric and >= 1					
SC	Last Day Of School	Must be present	001	Err			
		Must be valid date when combined with SchoolYear	SC.204	Err	Invalid date - Last Day of School on School Record	The value (ColumnData) for Last Day Of School is invalid because it is not a valid date when combined with the SchoolYear, '[Vrf.Property.CurrentSchoolYear property]'.	YYYYMMDD
		Exact length = 4	006	Err			MMDD

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Month part must be '05', '06' or '07'	SC.203	Err	Invalid month - Last Day Of School on School Record	The value (ColumnData) for Last Day Of School is invalid because the month part must be one of: '05', '06', '07'.	
SC	Schedule Year Type	Must be present	001	Err			
		Must be 'S', 'T', 'Y' or 'O'	009	Err			
SC	Schedule Day Type	Must be present	001	Err			
		Must be 'E', 'S', 'X', 'F', 'B', 'M' or 'O'	009	Err			
SC	LEA Number	Must be present	001	Err			
		Must match LEA Number in 'DI' record	040	Err			
		Dependency - matching 'DI' record (on LEA Number) must be valid	Dep	Err			
SC	Multi-record	Warning at Year End if total school attendance is less than 50% of total school membership	SC.206w	Warn	School attendance low	The school attendance is less than one-half of the school membership. Seems unlikely, please check data.	Exception: school is pre-K only or has only out-of-state students (every student is Resident Status 'C') or is dedicated YIC facility. YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.
SC	Multi-record	Error at Year End if total school attendance is 0 with membership > 0	SC.207w	Warn	Attendance for school is ZERO	The school attendance is zero and the school is not strictly Pre-K, YIC, or out-of-state. Highly unlikely, indicates a data error at end of school year.	Exception: school is pre-K only or has only out-of-state students (every student is Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.

Student Record (S1)

Record Type "S1=" **(Required all updates)** The UTREx UTREx requires one 'S1=' record for each enrollment a student has in any school during a school year. Each enrollment has an entry-date and exit-date. The student is in membership between those two dates, **including the entry-date and the day preceding the exit-date.**

A student may have multiple enrollments in the same school within a school year, but at least one day must separate each exit-date and each re-entry date. Enrollments in multiple schools may overlap. The entry-date in one school may precede the exit-date from another school.

In the pre-UTREx UTREx, only one 'S1=' record was permitted per enrollment student in any school during a school year. When they constructed their UTREx extracts, Utah SISs combined multiple enrollments from the same school within a school year into one S1 record. Combined records included the earliest entry-date into the school and last exit-date from the school. UTREx will continue to accept these 'combined' 'S1=' records for the October 1 submission period as well as multiple S1 records where they represent separate enrollments.

Beginning for the December 1, 2011 required UTREx UTREx submission, and taking effect for any file submitted after November 15, 2011, these new rules will be in effect:

- Each enrollment in a school requires a unique S1 record.
- The Entry-Date is the first day of an enrollment.
- The Exit-Date is the day after the last day of enrollment.
- If a student is exited from their S1 record, all associated S2 and S3 records must be exited as well.
- If the total number of membership days reported ***within*** the LEA for a student exceeds 180 (excluding non-schools-of-record), then a Level I warning validation will be generated.
- If enrollments for a student within the same school, within the same school year overlap, a Level II error will be generated.
- If the total number of membership days reported for a student by schools from different LEAs exceeds 180 + (10 * the number of times a student transfers between schools), then a Level II UTREx error will be generated. This excludes non-schools-of-record. For example:
    1. Student "1234" enrolls in school A on 8/24
    2. Student "1234" un-enrolls from school A on 10/5
    3. Student "1234" enrolls in school B on 10/26
    4. Student "1234" un-enrolls from school B on 10/20
    5. Student "1234" re-enrolls in school A on 10/21
    6. Student "1234" un-enrolls from school A on 12/1
    7. Student "1234" re-enrolls in school B on 12/5 and remains there until the last day of school
- Both LEAs (only one LEA if schools A and B are in the same LEA) must submit two 'S1=' records for that student, two 'S1=' records for school A, and two 'S1=' records for that student for school B. The respective S1 records will each have different Entry-Dates and Exit-Dates according to the entry and exit dates.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
RECORD-ID	03				S1=
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	LEA assigned student number
LAST NAME	20	StudentPersonal/Name/LastName	0	StudentPersonal	Student last name
FIRST NAME	16	StudentPersonal/Name/FirstName	0	StudentPersonal	Student first name
MIDDLE NAME	16	StudentPersonal/Name/MiddleName	0	StudentPersonal	Student middle name or initial
BIRTH DATE	08	StudentPersonal/Demographics/Birthdate	0	StudentPersonal	Student birth date
GENDER	01	StudentPersonal/Demographics/Gender	0	StudentPersonal	Student sex code
ETHNICITY	01				Student ethnicity (Hispanic/Latino)?
AMER INDIAN/ ALASKAN NATIVE	01	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race American Indian or Alaskan Native?
ASIAN	01	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Asian?
BLACK OR AFRICAN AMER	01	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Black or African American?
HAWAIIAN/PACIFIC ISLANDER	01	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Native Hawaiian or other Pacific Islander
WHITE	01	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race White?
GRADE LEVEL	02	StudentPersonal/MostRecent/GradeLevel	0	StudentPersonal	Student current grade level
ENTRY DATE	08	StudentSchoolEnrollment/EntryDate	0	StudentSchoolEnrollment	School entry date
EXIT DATE	08	StudentSchoolEnrollment/ExitDate	0	StudentSchoolEnrollment	School exit date
EXIT CODE	02	StudentSchoolEnrollment/ExitType/ OtherCodeList/OtherCode [@Codeset='StateProvince']	0	StudentSchoolEnrollment	School exit code
SCHOOL MEMBERSHIP	03	StudentAttendanceSummary/DaysInMembership If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/ StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	School aggregate membership

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
HIGH SCHL COMP STATUS	02	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/HighSchlComplStatus	1	StudentPersonal	High School Completion status
PART-TIME	01	StudentSchoolEnrollment/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentSchoolEnrollmentExtensions/ PartTimeHomeSchool	1	StudentSchoolEnrollment	Part-time indicator
CONCENTRATOR	06	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/CTEProgramArea	1	StudentPersonal	Concentrator Code
VOC-ACADEM DISADV	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/CumulativeGPA	1	StudentPersonal	Voc. Academically Disadvantaged
TECH PREP	01				Tech. Prep
TRIBAL AFFILIATION	01	StudentPersonal/Demographics/RaceList/Race/ OtherCodeList[@CodeSet='StateProvince']	0	StudentPersonal	Indian tribal affiliation
LIMITED ENGLISH	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/LimitedEnglish	1	StudentPersonal	Limited English Proficiency indicator
ECONOMIC DISADV	01	StudentPersonal/EconomicDisadvantage	0	StudentPersonal	Economic Disadvantaged
RESIDENT STATUS	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ResidentStatus	1	StudentPersonal	Resident Status code
PHONE NUMBER	10	StudentPersonal/PhoneNumberList/PhoneNumber	0	StudentPersonal	Student home phone number
MIGRANT	01	StudentPersonal/Migrant	0	StudentPersonal	Migrant student indicator
DAYS ATTENTED	03	StudentAttendanceSummary/DaysAttended If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/ StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	Aggregate DAYS in attendance
HOMELESS	01	StudentPersonal/Demographics/ DwellingArrangement/OtherCodeList [@CodeSet='StateProvince']	0	StudentPersonal	Student's 'Homeless' status

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
FIRST ENROLL IN US	08	StudentPersonal/FirstUSEnrollment	0	StudentPersonal	Date first enrolled in U.S. school
ELL NATIVE LANGUAGE	03	StudentPersonal/Demographics/LanguageList/ Language/LanguageType AND StudentPersonal/Demographics/LanguageList/ Language/Code	0	StudentPersonal	Student's native or first language
ELL PARENT LANGUAGE	03	StudentPersonal/Demographics/LanguageList/ Language/LanguageType AND StudentPersonal/Demographics/LanguageList/ Language/Code	0	StudentPersonal	Parents language of preference
ELL MONITORED ENTRY DATE	08	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ELLMonitoredDate	1	StudentPersonal	Date LIMITED ENGLISH change to 'F'
STUDENT ZIP CODE	05	StudentPersonal/AddressList/Address [@Type='0765']/PostalCode	0	StudentPersonal	Student's zip code – first 5
MESA PROGRAM	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/MESAProgram	1	StudentPersonal	Student involvement in MESA program
DISTRICT OF RESIDENCE	02	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/DistrictOfResidence	1	StudentPersonal	District of residence
SCHOOL OF RECORD	01	StudentSchoolEnrollment[@MembershipType]	0	StudentSchoolEnrollment	School is student's 'school of record'
GIFTED	01	StudentPersonal/GiftedTalented	0	StudentPersonal	"Gifted" student
504 SERVICES	01	StudentPersonal/Section504	0	StudentPersonal	Student received section 504 services
ELL INSTRUCTION TYPE	03	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ELLInstructionType	1	StudentPersonal	ELL instruction type student receives
NCLB SCHOOL CHOICE	01	Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A	1	StudentSchoolEnrollment	School out of area by choice
NCLB SUPP SERV LANG	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/NCLBSuppServLang	1	StudentPersonal	Recv'd Supplemental services in Language

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
NCLB SUPP SEV MATH	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/NCLSSuppServMath	1	StudentPersonal	Recv'd Supplemental services in Math
STATEWIDE STUDENT ID	10	StudentPersonal/StateProvinceId	0	StudentPersonal	Statewide student identifier
CUMULATIVE GPA	04	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/CumulativeGPA	1	StudentPersonal	Student's cumulative GPA
SPECIAL ED EXIT DATE	08	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/SpecialEdExitDate	1	StudentPersonal	Date student exited Special Ed services
KINDERGARTEN TYPE	02	StudentSchoolEnrollment/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentSchoolEnrollmentExtensions/ KindergartenType	1	StudentSchoolEnrollment	Kindergarten type (if student grade '00')
MILITARY CHILD	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/MilitaryChild	1	StudentPersonal	Is student a child of military
REFUGEE STUDENT	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/RefugeeStudent	1	StudentPersonal	Does student have refugee status?
IMMIGRANT	01	StudentPersonal/Immigrant	0	StudentPersonal	Is student an immigrant?
READ GRADE LEVEL - MID	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ReadGradeLevel	1	StudentPersonal	Does student read on grade level (mid-year)
READING INTERVENTION	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ReadingIntervention	1	StudentPersonal	Receiving reading intervention?
RACE OBSERVER ID	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/RaceObserved	1	StudentPersonal	Was RACE self-identified or observer id?
ACCOMPANIED STUDENT	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/AccompaniedStudent	1	StudentPersonal	Parent/Guardian accompanied student?
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	LEA number

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
SCHOOL NUMBER	01	SchoolInfo/StateProvinceId	0	SchoolInfo	School number
*EARLY GRADUATE	01				Does the student intend to graduate early in accordance with their SEOP?
*READ GRADE LEVEL - FALL	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ReadGradeLevelFall	1	StudentPersonal	Does student read on grade level (fall)?
*READ GRADE LEVEL - SPRING	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ReadGradeLevelSpring	1	StudentPersonal	Does student read on grade level (spring)?
EL PROFICIENCY ASSESSMENT	01	StudentPersonal/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ StudentPersonalExtensions/ ELProficiencyAssessment	True	StudentPersonal	Pre-registered for the English Language Proficiency exam?

Student Record (S1): Detailed Field Descriptions

Record-ID: **(Required all updates)** The first three characters of a student record must always contain the record identifier "S1=".

Student Number: **(Required all updates)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We, therefore, strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Last Name: **(Required all updates)** Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length.

Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

First Name: **(Required all updates)** Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

Middle Name: **(Optional)** Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

Birth Date: **(Required all updates)** Student's birth date, it must include the century.

The format is YYYYMMDD.

Must be a valid date; can't be current or future date; calculated age can't be less than 3 for non-migrant students (see note) or greater than 23 for anyone. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of the prior September 1. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if Military Child is 'Y' [Utah Code 53A-11-1402(4)].

Note: Only students flagged as migrant ('Y' in MIGRANT field) can be under 3 years of age. They must have ZERO membership.

Student Record (S1): Detailed Field Descriptions

Gender:

(Required all updates) Student's gender code.

Code	Meaning
M	Male Student
F	Female Student

Ethnicity:

(See Notes after RACE WHITE field for requirements) Is the student a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of Race?

Code	Meaning
Y	Yes
N	No

Note: Unlike the racial categories, 'N' must be explicitly stated to indicate that the student is NOT of Hispanic or Latino ethnicity (Blank if NOT valid).

Amer Indian / Alaska Native:

(See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of North and South American (including Central America, and who maintains tribal affiliation or community attachment)?

Code	Meaning
Y	Yes
Blank	No

Asian:

(See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam?

Code	Meaning
Y	Yes
Blank	No

Student Record (S1): Detailed Field Descriptions

Black or African Amer: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the black racial groups of Africa?

Code	Meaning
Y	Yes
Blank	No

Native Hawaiian or Other Pacific Islander: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Island?

Code	Meaning
Y	Yes
Blank	No

White: (See Notes listed next for requirements) Is this student a person having origins in any of the original peoples of Europe, the Middle East, or North Africa?

Code	Meaning
Y	Yes
Blank	No

Ethnicity/Race Notes:

1. Beginning with the October 2010 upload, Hispanic must be Y or N and at least one of the American Indian, Asian, Black, Pacific Islander, or White must be Y. Students who were enrolled prior to 2010-2011 school year should be given an opportunity to re-identify themselves under the new categories. If a student, or parent on behalf of a student, refuses to self-identify, the school which enrolls the student must use a consistent "observer identification" methodology to determine both ethnic (Hispanic or not) and racial identity of the student.
2. If American Indian is Y, Tribal Affiliation cannot be blank.
3. For the purpose of summarizing race/ethnicity data to support the allocation of state funds, any student identified as Hispanic, American Indian, Asian, Black, or Pacific Islanders, singly or in combination with other categories (including White), will be considered a member of an "ethnic minority."

Student Record (S1): Detailed Field Descriptions

4. For the purpose of summarizing race/ethnicity data to report basic demographic information to the federal government, a student:
    a. Identified as Hispanic will be counted in the Hispanic category.
    b. Not identified as Hispanic and identified with only one race will be counted in that racial category.
    c. (2011 and beyond) Not identified as Hispanic but identified with two or more races will be counted in a new "two or more races" category.
5. This new way of defining, collecting and reporting race/ethnicity data is based on a federal mandate as specified in the Federal Register, Vol. 72, No. 202, October 19, 2007, pp. 59266-59279, at: http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf
6. For guidance in implementing the mandate, including suggestions on how to conduct observer identification, LEAs are very strongly advised to consult Managing and Identity Crisis Forum to Implementing New Federal Race and Ethnicity Categories (Oct. 2008) at: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=20080802

Grade Level: **(Required all updates)** Student's current grade level.

Code	Grade Levels
-1 or PK	For Pre-Kindergarten
00-12	For Kindergarten thru Grade 12

Note: During the actual database update process, an error will be flagged and the update stopped, if a student's grade level is outside of the grade high range for the school, as defined in CACTUS, under which the student is submitted. If the student is outside of the grade low range for the school, then a warning will occur but the update still processed.

Age Before School Year	Grade If Birthday Is: Before September 2	On or After September 2
3		PK
4	00	PK
5	01	00
6	02	01
7	03	02
8	04	03
9	05	04
10	06	05
11	07	06
12	08	07
13	09	08
14	10	09
15	11	10
16	12	11
17-21	12	

Student Record (S1): Detailed Field Descriptions

Entry Date: **(Required all updates)** Date the student entered school this school year. The format is YYYYMMDD. The entry date cannot be prior to July 1st of the current school year.

Exit Date: **(Optional unless there is an Exit Code; all updates)** Day **following** the last day of school membership. It must include the century. The format is YYYYMMDD. If present, the date **must** be within the current school year (July 1 - June 30). If the student is still attending the school being reported in the SCHOOL (SC) record prior to this S1 record, or if the student is still attending the school at year-end, leave this field blank.

Note 1: If a student record (S1) contains an EXIT DATE prior to or on October 1 or prior to or on December 1; that student will NOT be included in the October 1 and/or the December 1 counts. An EXIT DATE of October 1 or December 1 means the last day was actually September 30 or November 30 respectively and therefore the student will not be counted.

Note 2: If a student is exited and then reentered into the school on the same day (for reasons such as they changed from full-time to part-time status), please be sure to exit and create new Scram (S2) and YIC (S3) records at the same time.

Exit Code: **(Optional unless there is an Exit Code, all updates)** This code identifies the reason for the above exit date.

Exit Code	Reason
AE	Transferred to Adult Education
CH	Transferred from Charter to Home School
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, Except UCAT
OG	Other Graduation
Q1	Early Graduate – 1st Quarter Senior Year
Q2	Early Graduate – 2nd Quarter Senior Year
Q3	Early Graduate – 3rd Quarter Senior Year
TC	Transferred out of country
TD	Transferred within the LEA
TH	Transferred to home schooling

Exit Code	Reason
TN	Transferred to another public school by choice under NCLB
TO	Transferred out of state
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another regular school LEA within the State
TT	Transferred to another Track within the School
T1	Early Graduate – 1st Trimester Senior Year
T2	Early Graduate – 2nd Trimester Senior Year
UC	Transferred to Utah College of Applied Technology (UCAT)
UN	Unknown
WD	Withdrawn
WM	Withdrawn Medical
WP	Withdrawn from Preschool
11	Early Graduate – 11th Grade
Blank	If Exit Date is left blank

Student Record (S1): Detailed Field Descriptions

Exit Code Notes:

1. If the student is a senior (Grade Level = 12) and none of the exit codes apply, use the High School Completion Status field unless the senior is Part Time 'H' or 'P'. If a senior is Part Time 'H' or 'P', Exit code cannot be blank AND High School Completion Status can't be used.

   If any of the Early Graduate exit codes are used, see Note 5 under High School Completion Status.
2. Use 'DO' for students in any update who were dropped from membership under the 10-day rule [see R277-419-1(O) at: http://www.rules.utah.gov/publicat/code/r277/r277-419.htm and cannot be properly accounted for at the time of the update by any other exit code.
3. Use 'WD' only in a situation so serious that educational services can't be continued even under conditions of R277-419-4(A)(1)(f)(ii).
4. Use 'FE' for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student or a foreign exchange student enrolled in your LEA/school that exited to return home.
5. Use 'OG' for students who exit as graduates, completers, or who aged out **during** the fourth quarter or third trimester of their senior year, or any time before the end of their second (or subsequent senior year) if a "retained senior" in the prior year.

   If the Exit Code is 'OG', High School Completion Status must be 'GR', 'G3', 'GM', 'GC', 'CT', or 'AO'.
6. Use 'TC' for students who transferred out of the U.S. for this data collection, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S. for the prior school year.
7. If a student was identified as 'EX' at year end and there is no S1 or ES records reported as of October 15 the next school year, then the student will be treated as a dropout for the prior school year.
8. Use 'GE' for students who exited the LEA to pursue a GED. 'GE' will count as a dropout. If the LEA receives notice that the student passed the GED before Oct 1, the LEA can change the student's high school completion status to 'GG'. 'GG' will count as neither a dropout nor a graduate. 'GG' students are in another category: Other Completer. See http://www.schools.utah.gov/USOETraining/Modules/High%20School%20Completion%20and%20Exit%20Codes%20for%20Registrars%20and%20Data%20Entry/1%20-%20Exit%20Codes%20and%20HS%20Completion%20Training.pdf
9. Use 'AE', 'HE', or 'UC' as appropriate when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.
10. If Exit Code is 'WP', Grade Level must be PK.
11. Use 'UN' when the location or status of the student is unknown or uncertain.
12. Use 'TN' instead of 'TD' (to another school within district), 'TR' (to a charter school), or 'TS' (to another district) ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions.
13. CH code is restricted to use by Charters. Charters must verify the student has registered as a home school student with their district of residence. Districts are restricted to using TH. (new for SY 2012-13)
14. Use WM when the student's medical condition is so serious it impedes any continuation of educational services. Requires documentation (new for SY 2012-13).

Student Record (S1): Detailed Field Descriptions

School Membership: **(Required)** Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file.

Membership days should be reported in 180 day equivalent days. Must be complete (right justify, zero fill). '000' is okay.

School Membership Notes:

1. Include only regular school membership days in this total. For self-contained Special Ed or YIC students, any self-contained membership days should NOT be included here. Report all self-contained membership days:

   Special Ed: on an 'S2' record
   YIC: on an 'S3 record

   For resource Special Ed or YIC students, their membership in school is included on the 'S1' record and their membership in the resource program of Special Ed or YIC 'TIME' is included on the 'S2' or 'S3' record.

2. If you have students (especially ELL students) that are attending private schools or are home schooled but are NOT actually receiving services (they are eligible to receive services you provide, but have not elected to do so) enter the three characters 'PVT' for Private School or 'HSC' for Home school in this field. All other membership (S2, etc.) must be zero. Also, Part Time must be BLANK. Any student with 'PVT' or 'HSC' here must be submitted under school 995 (private school) or 990 (home school).

   Do not use 'PVT' or 'HSC' here for private or home schooled students that are actually receiving services. These students should be enrolled in a school other than 995 or 990 with membership greater than zero and Part Time should be 'H' or 'P'.

3. The sum of school membership (S1) and self-contained SCRAM membership (some S2s) cannot exceed 180 days. The sum of school membership and self-contained YIC membership (some S3s) cannot exceed 180 days.
4. All blanks reported for Membership are transformed to '000' prior to UTREx Level 1 validation.
5. Membership cannot not be negative.

Student Record (S1): Detailed Field Descriptions

High Schl Compl Status: (Optional except as indicated below) All students who are seniors (Grade Level = 12), and that are NOT exited must have one of the following codes indicating the final outcome of their schooling as of July 7. ONLY seniors can be 'G3', 'CT', 'DO', or 'RT'. Also required if student is an early graduate or school exit code is 'OG'.

Code	Meaning
GR	Basic High School Diploma
G3	Basic High School Diploma – IEP team has determined that the student's participation in statewide assessment is through the UAA
GM	Basic High School Diploma – did not meet requirements of GR or G3, but did satisfy other criteria provided specifically for military children in Utah Code 53A-11-1404
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma – GED
CT	Certificate of Completion – Awarded by LEA
RT	Retained Senior
GP	Graduation Pending
AO	Aged Out of Special Education
DO	Dropout

High Schl Compl Status Notes:

1. Use of the 'GR', 'G3', and 'CT' codes is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on student with disabilities (see http://www.rules.utah.gov/publicat/code/r277/r277-705.htm)
2. Use 'GP' for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. If in the subsequent year the upload on or prior to October 15 does not contain an S1-X record identifying as a graduate the student will be treated as a dropout.
3. Use 'RT' for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to re-enroll in the following year.
4. For the purpose of calculating graduation and dropout rates, 'CT' will be treated as neither graduates nor dropouts. 'GP' is a temporary status; if it is not updated, it will be treated as a dropout.

Student Record (S1): Detailed Field Descriptions

5. If an Early Graduation value is submitted in the Exit Code ('Q1', 'Q2', 'Q3', 'T1', 'T2', 11) you MUST supply one of the graduate codes ('GR', G3') in the High School Completion Status.
6. If 'G3' is used, there must also be a SCRAM (special education) record associated with the student.
7. Use 'DO' for seniors who did not exit and do not fit any other category (except senior with Part Time = 'H' or 'P', see Note 10 below).
8. If 'AO' is used, SCRAM Exit Reason must be 'D'.
9. If 'GM' is used, the Military Child must be 'Y'.
10. Must be Blank for Part Time 'H' or 'P' senior and Exit Code must be entered (should be 'TH' or 'TP').
11. The use of 'GC' and 'GG' are governed by R277-733-7-(D)(5). An out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma or a Utah High School Completion Diploma shall be reported as a graduate for K-12 graduation (AYP) outcomes. The USOE Adult Education program will report these graduates to LEAs twice a year – June and September. 'GC' and 'GG' can't be used for early graduates.
12. For questions or further information contact Sarah Wald (801-538-7947); Sarah.Wald@schools.utah.gov

Part Time: **(Optional all updates)** This is for indicating the status of a student who is enrolled for only part of the school day. Must be blank if 'PVT' or 'HSC' in school membership.

Code	Meaning
H	Home Schooled
P	Private School
S	Stable
Blank	All Others

Note 1: Use 'H' (Home Schooled) for a part time student:
a) whose family received a certificate in accordance with Utah Code 53A-11-102, exempting him/her from public school attendance, AND
b) who is enrolled in a public school for part of the day.

Note 2: Use 'P' (Private School) for a part time student:
a) who is enrolled in a private school AND
b) who is enrolled in a public school for part of the day.

Note 3: Use 'S' (Stable) for a part time student:
a) who is neither home schooled nor enrolled in a private school AND
b) who has been enrolled in a public school for the entire year.

Student Record (S1): Detailed Field Descriptions

Concentrator: **(Optional all updates)** This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs. If not blank, it must be complete, all numeric.

Note: "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE program area consists of all courses beginning with the same first two digits of the CIP code.

You should include the first two digits of the group of courses completed as described above plus "0000". For example, '51000' for those who took 3 semester classes (1.5 credits) in the Health Science Program Area. The field should be blank if not a concentrator.

Voc-Academ Disadv: **(Optional all updates)** Used to identify Vocational Academically Disadvantaged students.

Code	Meaning
D	Disadvantaged (Cumulative GPA 1.99 or below) [Grades 9-12 only]
Blank	All others

Tech Prep: **(Optional all updates)** This code identifies a College Tech Prep student.

Code	Meaning
Y	Yes, a Tech Prep Student
Blank	All Others

Student Record (S1): Detailed Field Descriptions

Tribal Affiliation: **(Optional all updates, unless American Indian/Alaskan Native is 'Y')** This code indicates the Indian tribal affiliation of students.

Code	Meaning
G	Goshute
N	Navajo
P	Piute
S	Northwest Band Shoshone
U	Ute
O	Other tribe
Blank	Other than 'Y' in American Indian/Alaskan Native

Note 1: If American Indian/Alaskan Native is 'Y', Tribal Affiliation cannot be blank. However, Tribal Affiliation may also be indicated even when American Indian/Alaskan Native is NOT 'Y'.

Note 2: These are the five "federally recognized tribes" (or tribal groups) with agencies in Utah.

Limited English: **(Optional all updates, unless student is ELL: reported all updates)** This code identifies the student's English Language Learner (ELL) status.

Code	Meaning
Y	Student is ELL. This includes all UALPA / WIDA Access levels. No ELL monitored entry date.
O	Refused services offered through NCLB Title II. This includes all UALPA / WIDA Access level. No ELL monitored entry date.
F	Fluent – UALPA / WIDA Access level 5 scored on a prior year test, or otherwise met ELL exit criteria. Must have a date for when exited services and entered monitoring (see "If 'F' here" below).
N	Tested and determined not to be ELL.
Blank	Not tested / Not ELL.

If	Then
'Y', 'O', or 'F'	Fields ELL Native and ELL Parent Language must be present.
'Y' or 'O'	Field ELL Instruction Type must be present.
'F'	Field ELL Monitored Entry Date must have a valid date. The date must be in a school year prior to the one for which data are reported. For example, for year ending 2011, an ELL Monitored Entry Date after 6/30/2010 will result in an error.

Student Record (S1): Detailed Field Descriptions

Note 1: Students who are 'F' need to have that designation continued on his/her S1 record for two school years beyond the school year in which he/she was initially determined as being fluent ELL student. Students who are no longer in two-year monitoring period may be submitted as 'F', but they will not be included in any ELL counts.

Note 2: Students who are 'Y' or 'O' will be counted as ELL for the purpose of allocating federal funds. Students who are 'Y', 'O', or 'F' with an ELL Monitored Entry Date within the prior two years will be counted as ELL for purposes of allocating state funds and accountability reporting. In the latter case, for example, if at year end 2011, a student is classified as 'F' and the student's ELL Monitored Entry Date is after June 30, 2008, indicating the student entered the monitoring period sometime since the beginning of the 2009 school year, the student will be counted as ELL.

Note 3: Students who scored level 5 on the UALPA on the current year test are ELL for the current year. Unless the Fluent designation is overridden, these students will be submitted as 'F' in the next school year.

Economic Disadv: **(Optional; reported)** This code identified the status of students with respect to "economic disadvantage."

Code	Meaning
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank	NOT Economically Disadvantaged

Note 1: Use "Y" for students who are enrolled in a Provision II or Provision III school (http://www.fns.usda.gov/cnd/governance/prov-1-2-3/Prov1_2_3_FactSheet.htm) and not accounted for as "F" or "R" themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. See http://schools.utah.gov/cnp/DOCS/IEG/13-IEG.aspx for income eligibility guidelines. You may also use "Y" for students who are eligible for a fee waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note 2: The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for the purpose of allocating NCLB funds.

Student Record (S1): Detailed Field Descriptions

Resident Status: **(Required)** This code identifies the resident status of all students.

Code	Meaning
A	Non-Utah Resident
B	Utah resident, but NOT district resident
C	District resident enrolled in another state
F	Non U.S. resident enrolled as a F1 Foreign Exchange student with no WPU
J	Non U.S. resident enrolled as a J1 Foreign Exchange student who received a WPU through the state Student Exchange Program
U	District Resident
X	Exit code or High School Completion Status Change (ESRECORDS)

Note 1: Students with statuses A, F, or J will not be counted in membership or other student statistics that generate funding. J Foreign exchange students are not funded through the regular WPU.

Note 2: Foreign exchange students enrolling in the school under Utah Code 53A-2-206(8) (one-on-one exchanges) should be given a resident status of 'U' as they are eligible for regular funding. At the end of the year they should be still exited with an 'FE' code.

Note 3: Charter school students who are not A, F, or J should be designated as U. The specific district is identified in the District of Residence field according to their permanent address.

Note 4: The 'X' Code replaces Exit Status (ES) Record, effective for the October 2012 submission. This residency denotes students not enrolled during the current SY in the LEA. Except for SSID, Student Name, LEA # and School #, Exit Code and Graduation Completion status, all of the other data is ignored. USOE will use the last enrollment record not affiliated with the 'X' record for reporting. Students with this status do not appear or count in any reports.

'X' Residency should be used to update USOE on students graduation status or exit status concerning graduation rate. If a student has a residency status of 'X' at a particular school, they should not have course records, SCRAM records, YIC records, incident records, etc. at the same school.

For updating graduation rates, USOE will first pull the high school completion status (if blank) then the exit code. All exit codes and high school completion status applicable to students can be used.

Student Record (S1): Detailed Field Descriptions

Phone Number:

(Optional) This is the three digit area code plus the seven digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an 'S2' record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

Note: If not blank, must contain all ten digits.

Migrant:

(Optional) A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the LEA.

Code	Meaning
Y	Migrant Student
Blank	All Others

Note 1: ONLY the following LEAs can submit students as Migrant: Beaver, Box Elder, Cache, Canyons, Davis, Granite, Jordan, Millard, Nebo, North Sanpete, Piute, Sevier, South Sanpete, Ogden, Provo, and Washington.

Note 2: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang (801-538-7725); max.lang@schools.utah.gov.

Days Attended:

(Required) This represents the sum of days attended by the student in both regular settings (S1) and self-contained settings (Special Ed [some S2 records] as well as YIC [some S3 records]) and should be reported in 180 day equivalent days. A student should be counted as in attendance on a school day if the student was counted on the roll by a teacher as being "present":

Grades 1 - 6: at any time during the day
Grades 7 - 12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 1: If the sum of Days Attended for all students associated with a school is less than 50% of total membership (the sum of regular and self-contained special education and self-contained YIC membership for all students) a warning will be generated.

Note 2: If the sum of Days Attended for all students associated with a school is 0, an error will be generated.

Student Record (S1): Detailed Field Descriptions

Homeless: **(Required)** Student's homeless status. December 1 homeless counts will replace the point in time counts that LEAs used to submit to USOE.

Code	Meaning
0	Not homeless
1	With another family member because of loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)

Above codes are okay. Blank is an error at Year-End. If present for December 1, it will be edited for the above values.

ELL Native Language: **(Optional unless Limited English is 'Y', 'O', or 'F'; reported)** Native or first language of student.

Blank is ok for December 1 (regardless of value of Limited English) but if present, it will be edited for valid values found at: http://www.schools.utah.gov/fsp/ELL-Services/Forms-Checklists-Data/Language-Codes-pdf.aspx

If you cannot find a language on the list, contact Kristin Campbell (801-538-7892; Kristin.Campbell@schools.utah.gov). New codes will be derived from ISO/DIS 693-3 at http://www.sil.org/iso639-3/codes.asp whenever possible. In some cases, extensions of the code may be created using X** as the pattern.

Note: English (ENG) is not valid for ELL Native Language.

ELL Monitored Entry Date: **(Required if Limited English is 'F'; reported)** The date the ELL student was advanced to Limited English code 'F' (Former ELL student exited an ELL program and entered monitoring). Format YYYYMMDD.

Cannot be blank if field Limited English is 'F' (the year (YYYY) must be in a school year prior to the one for which data is reported.

Must be blank if Limited English is not 'F'.

Note: All entry dates reported that are after June 30, 2008, must be of the format YYYY0630 (0630 as the MMDD portion).

Student Record (S1): Detailed Field Descriptions

Student Zip Code: **(Required)** First 5 digits of the zip code of the address at which the student resides while attending school.

Complete, all numeric must start with '84' unless field Resident Status is 'A'.

MESA Program: **(Optional)** Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

Code	Meaning
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year.
B	Student joined MESA and participated in at least one MESA program for the year.
C	Student joined MESA but did not participate in any MESA activity.
Blank	All others.

If entered, only Blank, 'A', 'B', for 'C' is allowed.

Note: Please direct questions about MESA data to the USOE MESA Program specialist, Rita Brock (801-538-7761 or Rita.Brock@schools.utah.gov)

District of Residence: **(Optional for regular districts [01-40, 42]; required all updates for charter schools)** Intended use is for LEAs with numbers other than 01-40, 42, such as charter schools. This is the Regular district number (01-40, 42) of the district in which the PERMANENT address of the student is located.

Code	Meaning
01-40,42	Valid regular Utah school district number

Required for charter schools unless resident status is A (Non-Utah Resident). Must be complete; include a leading zero for district numbers lower than 10. Must be complete; include a leading zero for district numbers lower than 10.

Note: Correct reporting by charter schools of district of residence is crucial for two major reasons; (1) projection of enrollment, which in turn drives legislative appropriation for public education; and (2) reallocation of revenue from districts to charter schools – both from local property tax ('local replacement') and NCLB formula (e.g. Title I) grants – as required under state and federal statutes, respectively. Charter schools should use the following guidance in determining the district of residence:

- Indicate the district in which the student would be residing if they were not attending the charter school. This does NOT necessarily mean the district within whose boundaries the charter school is located.
- In some cases, this may legitimately be a district at some distance from the charter school, if the student has moved away from their parents to attend the charter school. If the student is a resident of another state, the charter school may leave this field blank.

Student Record (S1): Detailed Field Descriptions

District of Residence counts are displayed on the UTREx Summary Reports for each charter school. These reports are forwarded by the USOE as necessary to school district business officials during the data collection period. It is the responsibility of the district to follow up directly with the charter school where any concern arises as to the accuracy of the counts. However, it is the charter school's responsibility to inform the district in question as soon as a student from that district enrolls in the charter school. In short, inaccuracies in recording of district of residence should be resolved cooperatively among districts and charter schools on an ongoing basis before they become problems in reporting and allocation.

School of Record: **(Optional)** The 'SC' record this 'S1' follows is the ONE school to which data should be attributed for the student.

Code	Meaning
N	NOT the student's school of record.
Blank	This student's school of record.

Note 1: Schools that are marked 'N' receive no membership for the student. The membership is not included on any reports or in any totals reported to school finance. LEAs submitting membership with school of membership will generate a Level 1 Error beginning SY2012-13.

Note 2: Schools providing classes to students in the SOEP program must mark school of record 'N'.

Note 3: This is for students enrolled in more than one school of any type, including online schools within the same LEA or in multiple LEAs ON October 1 or any other day of the year. The LEA marked N school of record receives 0 funding for the student. The school(s) of record receives all funding.

Note 4: Besides SOEP providers, school of record 'N' is typically used by districts with students enrolled in multiple schools within the LEA.

Gifted: **(Optional)** Indicates if the student was identified by the LEA as being eligible for participation in a program for the gifted and talented.

Code	Meaning
Y	Gifted Student
Blank	All Others

Note: If the student was enrolled in an Advanced placement or Concurrent Enrollment course but was not formally identified as gifted by the LEA, leave this field blank.

Student Record (S1): Detailed Field Descriptions

504 Services: **(Optional)** The student received services under Section 504 of the Rehabilitation Act of 1973.

Code	Meaning
Y	Received 504 services
Blank	All others

ELL Instruction Type: **(Optional all updates unless Limited English is 'Y' or 'O').** The type of ELL instruction the student receives.

Code	Meaning
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

Student Record (S1): Detailed Field Descriptions

NCLB School Choice: **(Optional)** Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

Code	Meaning
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

NCLB Supp Serv Lang: **(Optional)** Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers at the right.

NCLB Supp Serv Math: **(Optional)** Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers at the right.

Statewide Student ID: **(Required all updates)** The number assigned to the student using the Statewide Identifier (SSID) assignment process.

Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

Note: There **must** be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

Code	Meaning
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys and Girls Clubs
K	ANC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

Student Record (S1): Detailed Field Descriptions

Cumulative GPA: **(Required at year end for grades 9-12)** Cumulative GPA to three decimal places as you would provide it to a college when a student requests that a transcript be sent to an admissions office.

Value	Meaning
'0000' to '4000'	Actual GPA
'NGPA'	No GPA – severely disabled Special Ed student OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal… it is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'. This calculation is a standard gpa and not a weighted gpa.

Blank is an error at year end (grades 9-12) and if present in October 1 and December 1 upload(s) (or grades other than 9-12) it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Note 2: GPA cannot be negative.

Special Ed Exit Date: **(Required)** The date the student in special education has completely exited from all special education and related services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, but not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date; if this date is submitted, all S2s submitted must also have an exit date and the exit date on the S2s cannot be after this date. For question regarding use of this date, contact Paul Ashby (801-538-7694; Paul.Ashby@schools.utah.gov).

Kindergarten Type: **(Required if Grade Level = 00)** Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program:

Full Day	The student stays with the same teacher, in a continuous all day session
Full Day Other	The student is enrolled in a full day Kindergarten, but does not stay with the same teacher in a continuous all day session. For example, students may have different teachers or be in two half-day sessions.
Extended Hours	Kindergarten that extends beyond the regular ½ day Kindergarten program, but is less than a full day. For example, a student may stay for an extra hour each day, or for 2 hours Monday, Wednesday, and Friday.
Extended Year	Extends beyond the regular (180 day) school year. It could extend before or after the regular school year. For example, a student may participate in a summer school programs or in a 2-week jump-start program.

Student Record (S1): Detailed Field Descriptions

Code	Meaning
FN	Full Day, No Extended Year
ON	Full Day Other, No Extended Year
EN	Extended Hours, No Extended Year
YN	Extended Year, No Full Day or Extended Hours
FY	Full Day and Extended Year
OY	Full Day Other and Extended Year
EY	Extended Hours and Extended Year
NN	No Significant Extended Kindergarten Program Participation
Blank	Not Kindergarten (Grade Level is NOT 00)

Constraint: Must be one of the non-Blank values if Grade Level is 00. Must be Blank if Grade Level is not 00.

Note 1: Report students who participated in an extended Kindergarten program for a significant amount of time. (A rough guideline is to include student who participated in the program for at least 2/3 of the school year for Full Day, Full Day Other, and Extended Hours Programs.) If a student did not participate in an extended Kindergarten program for a significant amount of time, report 'NN'.

Note 2: Each student may only be reported in one distinct program type. If a student participated in multiple program types, report the program in which the student had significant participation. If no participation was significant, report 'NN'.

For questions regarding Kindergarten Type, contact Sarah Wald (801-538-7947); Sarah.Wald@schools.utah.gov).

Military Child: **(Optional)**

Code	Meaning
Y	Yes, this is a military child for the purposes described in Note 1 below.
Blank	Not applicable

Student Record (S1): Detailed Field Descriptions

Military Child Notes:

1. Use this flag ONLY when:

   a) You enroll a military child who is not five years of age before September 2 of the year in which admission is sought if the military child was previously enrolled and attended a public school in kindergarten or a higher grade as a resident in another state [Utah Code 53A-11-1403(3)], OR

   b) It is necessary to waive certain state of local graduation requirements for a military child who transfers in during their junior or senior year of high school in order for the student to obtain a regular high school diploma [Utah Code 53A-11-1404].

   c) Students who have started Kindergarten in another state that allows early enrollment for Kindergarten (less than age 5 on September 1) can mark military child Y to avoid an error on student data submission.

2. "Military child" means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an **active duty** service member or whose parent or legal guardian is an active duty service member.
3. "Active duty" means **full-time duty status** in the active uniformed Service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C Sections 1209 and 1211.
4. Those in the regular military are by definition always on full-time duty status. Otherwise, the key criterion for determining whether someone is full-time duty status is whether they are currently service in Title 10, Section 1209 status of the US Code. (An individual with Title 10 status may be assigned or deployed to any duty station at any time.) So, only those persons in the regular military and those Guard or Reserve members in Title 10 status are considered to be on full-time duty status. Unless in Title 10 status, non-full-time and part-time Guard and Reserve members are civil service employees and their children do NOT qualify for exceptional treatment with respect to enrollment or graduation. Guard and Reserve personnel who are classified as AGR (Active Guard Reserve) are considered full-time duty status ("active duty").

Refugee Student: **(Optional)** Identifies the student as having refugee status.

Code	Meaning
Y	Yes, a refugee
Blank	All others, not a refugee

Note: Determining a child is a refugee is contingent upon the LEA being provided one of the following:

a) I-94 Arrival-Departure Record form
b) I-551 Permanent resident record
c) I-155 Permanent resident record
d) An Immigration Court Letter identifying the refugee (adult or unaccompanied minor) as the result of being in the U.S. due to asylum.

For questions or further information contact the USOE Adult Education Coordinator, Marty Kelly (801-538-7824; marty.kelly@schools.utah.gov).

Student Record (S1): Detailed Field Descriptions

Immigrant: **(Optional)** Indicates the student is an immigrant if the student meets all three of the following conditions:

1. Age is 3-21.
2. Not born in any State.
3. Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive).

Code	Meaning
Y	Immigrant
Blank	All others, not an immigrant

Note 1: The definition for "State" for Title III purposes only is as follows: Each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Marianna Islands.

Note 2: If 'Y' here, First Enroll in U.S. must be present

Note 3: The definition for "full academic year" for Title III immigrant purposes only is as follows: 160 days of membership starting with the first grade.

Note 4: Preschoolers and kindergarteners should be indicated as immigrant.

For information concerning the use of Immigrant, contact Kristin Campbell (801-538-7892; Kristin.Campbell@schools.utah.gov).

Read Grade Level: **(Required for grades 1-3 by April 15)** For grades 1, 2, and 3 indicate if the student is reading on grade level. This is the mid-year designation, NOT where the student is at year end.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as "At or Above Grade Level" at the mid-year designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as "Below Grade Level" at the mid-year designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a mid-year designation because he/she was not enrolled during the January testing window
E	Exempt - First year EL student (first entered US date is or on later than April 15 of the previous SY and is an EL student)
AY	Exempt/Yes -IEP allows the student to be exempt from testing using DIBLELS, and therefore the 'Yes' reading on grade level status was determined using an assessment other than DIBLES (or if the LEA has a waiver to use an assessment other than DIBELS, an assessment other than the standard approved the was used).
AN	Exempt/No –IEP allows the student to be exempt from testing using DIBLELS, and therefore the 'No' not reading on grade level status was determined using an assessment other than DIBLES (or if the LEA has a waiver to use an assessment other than DIBELS, an assessment other than the standard assessment was used)
S	'Somewhere Else' - Student was not enrolled in that school or grade at the time the test was administered.
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Student Record (S1): Detailed Field Descriptions

Note: All students in grade 1, 2, or 3 who were enrolled in the month of January should have a 'Y' or 'N' designation. In other words, if the student was not given the DIBELS due to severe disability or because they did not read English, or for any other reason, they must still be given a Yes or No designation (usually 'No', of course).

For questions regarding use of this data element, please contact Tiffany Hall (801-538-7893; Tiffany.Hall@schools.utah.gov).

Reading Intervention: **(Required for grades 1-3)** Indicate whether the student was given reading interventions at any time during the school year. All LEAs must report Read Grade Level (fall, mid-year, and spring) and Reading Intervention by April 15 or the first school day thereafter.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and DID receive reading intervention
N	No – Student was enrolled in grade 1, 2, or 3 and DID NOT receive reading intervention
Blank	Not grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Note: This must be 'Y' or 'N' for all students in grade 1, 2, or 3 whether or not the student was designated as "Below Grade Level or "At or Above Grade Level" because many students will receive interventions during the school year who may not be below grade level in reading.

Race Observer: **(Required)** Indicate if the student's Race was determined by observer identification.

Code	Meaning
Y	Yes – Race was determined by observer ID
N	No – Race was self-identified

Accompanied Student: **(Required if Homeless not '0')** This field is to supplement the Homeless field. It cannot be Blank if Homeless is not '0'.

Code	Meaning
Y	Yes – a student who IS in the physical custody of a parent or guardian
N	No – a student IS NOT in the physical custody of a parent or guardian
Blank	Homeless is '0'

Student Record (S1): Detailed Field Descriptions

Note 1: A homeless unaccompanied student is a student who is not in the physical custody of a parent or guardian and is homeless. There is no age range specified for an unaccompanied student in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child who not in the physical custody of a parent or guardian, but living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied student. For more information and/or clarification, please contact Brent Page (801-538-7759; Brent.Page@schools.utah.gov).

LEA Number: **(Required all updates)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required all updates)** The actual school number. This will be validated against schools in the CACTUS database.

*** Early Graduate:** **(Optional)** Indicates that the student intends to graduate early in accordance with their SEOP.

Code	Meaning
Y	Yes – Student intends to graduate early.
Blank	Student does not intend to graduate early.

- **Read Grade Level – Fall:** **(Required for grades 1-3 by December submission)** For grades 1, 2, and 3 indicate if the student is reading on grade level. This is the *Fall* designation, NOT where the student is at year end.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as "At or Above Grade Level" at the Fall designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as "Below Grade Level" at the Fall designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a Fall designation because he/she was not enrolled during the Fall testing window
S	Somewhere Else – Student was not enrolled in that school or grade at the time the test was administered.
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Student Record (S1): Detailed Field Descriptions

*** Read Grade Level - Spring:** **(Required for grades 1-3 by end of year)** For grades 1, 2, and 3 indicate if the student is reading on grade level. This is *Spring* designation (where the student is at year end).

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as "At or Above Grade Level" at the spring designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as "Below Grade Level" at the spring designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a mid-year designation because he/she was not enrolled during the Spring testing window
S	Somewhere Else – Student was not enrolled in that school or grade at the time the test was administered.
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

- **English Language Proficiency Assessment:** **(Optional)** Indicates whether a student should automatically be pre-registered for the English language proficiency exam (WIDA ACCESS). This field must indicate pre-registration prior to the annual data extraction to be pre-registered. Students who are not pre-registered and need to take the English language proficiency exam will need manually enter their data at the time of testing.

Code	Meaning
Y	The student should be pre-registered for the English language proficiency exam
Blank	The student will not need to take the exam.

Student Record (S1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Student Record	Identifying Fields				Student Number, Statewide Student ID, School Number, Entry Date	
S1	Student Number	Must be present	001	Err			
		Max length = 10	005	Err			
		Must be numeric	002w	Warn			
		Not all zeros	024	Err			
		Must match Student Number in 'Student List' ('SL') records	S1.301	Err	Student Number mismatch - Student Record	The value [ColumnData] for Student Number is invalid because a matching record was not found in the Student List ('SL').	
		Dependency – Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		No duplicates within school with overlapping dates	S1.302	Err	Student has overlapping S1s - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S1' records in the same school with overlapping dates	i.e., where next record begin date is on or before end date of earlier record
		No duplicates in same school where earlier record is still open (blank exit date)	S1.303	Err	Student has prior open S1 - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least one prior 'S1' record in the same school that is still open (blank exit date).	
		No duplicates within school with contiguous dates (next record entry date is day after exit date of earlier record)	S1.304w	Warn	Student has multiple contiguous S1s - Student Record	Records for Student Number [ColumnData] have a warning because the student has at least two 'S1' records in the same school where the later record follows the earlier one with no days between.	
		Only one S1 record allowed per student per school	S1.305	Err	Student has multiple S1s at same school - Student Record	Records for Student Number [ColumnData] are invalid because the student has more than one 'S1' record in the same school, which is not allowed.	Unused, designed for old combined S1 records in place of S1.302, S1.303, S1.304w, which assume multiple S1s per student per school.
S1	Last Name	Must be present	001	Err			
		Only valid personal name characters	022	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Max length = 20	005	Err			
S1	First Name	Must be present	001	Err			
		Only valid personal name characters	022	Err			
		Max length = 16	005	Err			
S1	Middle Name	Blank OK					
	If present:	Only valid personal name characters	022	Err			
		Max length = 16	005	Err			
S1	Birth Date	Must be present	001	Err			
		Exact length = 8	006	Err			
		Must be valid date	003	Err			YYYYMMDD
		Computed age cannot be greater than 23	S1.309	Err	Invalid Birth Date (age > 23) - Student Record	The value [ColumnData] for Birth Date is invalid because the calculated age of the student is greater than 23.	Computed age for these 3 checks is based on Sep 1 cutoff until after Oct 1, after that it is based on the Last Day Of School on the 'SC' record
		Computed age cannot be less than 3 years if MIGRANT flag is not 'Y'	S1.310	Err	Invalid Birth Date (age < 3) - Student Record	The value [ColumnData] for Birth Date is invalid because the student is not Migrant and the calculated age of the student is less than 3.	See above
		Computed age cannot be less than 18 months if MIGRANT flag is 'Y'	S1.353	Err	Invalid Birth Date (age, migrant) - Student Record	The value [ColumnData] for Birth Date is invalid because the student is Migrant and the calculated age of the student is less than 18 months.	See above
	(Multi-record)	Warning if non-special-ed student (no S2 records) is older than 18 as of Sept 1	S1.380w	Warn	Warning - Birth Date (age > 18, not Special Ed) - Student Record	The value [ColumnData] for Birth Date has a warning because the student is not Special Ed (no 'S2' records) and the calculated age of the student is greater than 18 as of Sept 1.	Q: Constrain S2 by School Number or check across all schools? A: Constrain S2 by School Number
S1	Gender	Must be present	001	Err			
		Must be 'M' or 'F'	009	Err			
S1	Ethnicity	Must be present	001	Err			
		Must be 'Y' or 'N'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Race Indicators	Blank OK					
	If present:	Must be 'Y'	009	Err			Implement for each of the 5 race indicators
	Multi-field	If Ethnicity = 'N', at least one of the 5 race indicators must be 'Y'	S1.311	Err	Ethnicity/Race is missing - Student Record	The ethnicity indicator (Hispanic) must be 'Y' or one of the race codes must be 'Y'. Invalid because Ethnicity is 'N' and all the race codes are blank.	
	Multi-field	If Ethnicity = 'Y', at least one of the 5 race indicators should be 'Y'	S1.316w	Warn	Race is missing - Student Record	At least one of the race codes should be 'Y' even if the Ethnicity indicator (Hispanic) is 'Y'. Warning because Ethnicity is 'Y' and all the race codes are blank.	
S1	Grade Level	Must be present	001	Err			
		Must be 'PK', '00', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', or '12'	009	Err			Manifest changes '-1' if found in input to 'PK' for validation and upload
		If computed age on Sept 1 is greater than 5 and record exit date is blank or after Sept 1, grade level cannot be 'PK'	S1.317	Err	Age > 5; Grade 'PK' - Student Record	Invalid because the student is 6 years old or older (as of Sept 1) with a grade level of 'PK' and the student is active on or after Sept 1. For the student to be 6 years old as of Sept 1 and be in grade 'PK', the Exit Date must be equal to or prior to Sept 1 (Exit Date of Sept 1 indicates last day was Aug 31, which is OK).	
		Must be within grade range of school as indicated in CACTUS unless 'PK'	S1.318	Err	Invalid Grade Level - Student Record	The value [ColumnData] for Grade Level is invalid because it is not 'PK' and is not within the grade range of the school as indicated in CACTUS.	Grade Level != 'PK' AND (Grade Level < GRADE_LOW or Grade Level > GRADE_HIGH) in REF_SCHOOL_LEA where SCHOOL_YEAR = manifest SchoolYear and SCHOOL_NUMBER = School Number.
S1	Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			YYYYMMDD'
		Exact length = 8	006	Err			
S1	Exit Date	If Exit Code exists then must be present	S1.319	Err	Exit Code but no Exit Date - Student Record	Invalid because [ColumnName] is present (value=[ColumnData]) but Exit Date is blank. Exit Date is required when Exit Code is present.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		If Exit Code exists then must be present	S1.319w	Warn	Exit Code but no Exit Date - Student Record	Warning because [ColumnName] is present (value=[ColumnData]) but Exit Date is blank. Exit Date is required when Exit Code is present.	Dec 5, 2011: Unused. Added as warning version of S1.319 for December 2011 collection if needed.
	If present:	Must be valid date	003	Err			YYYYMMDD'
		Exact length = 8	006	Err			
		Cannot be more than ten days in the future.	S1.382	Err	Exit Date more than 10 days future - Student Record	The value [ColumnData] for Exit Date is invalid because it is more than ten days in the future.	Oct 4, 2011: Unused, replaced by 032 (Must be in current school year) at USOE request.
		Must be in the current school year	032	Err			Replaced S1.382.
		Cannot be before ENTRY DATE	S1.320	Err	Exit Date before Entry Date - Student Record	Value of [ColumnData] for Exit Date is invalid because it is before the Entry Date.	
		Must be in the current school year	S1.322	Err	Exit Date not current year - Student Record	The value [ColumnData] for Exit Date is invalid because it is not in the current school year. It must be between July 1 and the day after the Last Day Of School indicated on the corresponding School ('SC') Record.	Use July 1 (SchoolYearStart property) thru the day after Last Day Of School in 'SC' record
S1	Exit Code	Must be present if there is an Exit Date	S1.323	Err	Exit Date but no Exit Code - Student Record	Invalid because Exit Code is required when Exit Date is present; Student Record contains an Exit Date but Exit Code is blank.	
	If present:	Must be valid exit code	009	Err			
		Charter Schools cannot use 'TD'	S1.326	Err	Invalid Exit Code - Student Record	The value [ColumnData] for Exit Code is invalid because 'TD' cannot be used by Charter Schools and this school is a Charter School.	Check LEA for Charter School flag in CACTUS
	Exit Code, Grade Level (2)	If Exit Code = '11' then Grade Level must be 9, 10, or 11	S1.324	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 9, 10, or 11 for Exit Code '11'.	Split old S1.324 about early graduate codes ('11', 'Q1', 'Q2', 'Q3', 'T1', or 'T2') into two checks - S1.324 and S1.327.
	Exit Code, Grade Level (2)	If Exit Code = 'WP' then Grade Level must be 'PK'	S1.325	Err	Exit Code 'WP', student not Pre-K - Student Record	The value [ColumnData] for Exit Code is invalid because the student's Grade Level must be 'PK' for Exit Code 'WP', but Grade Level is [ColumnData2] instead.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Exit Code, Grade Level (2)	If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' then Grade Level must be 12	S1.327	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 12 for Exit Codes 'Q1', 'Q2', 'Q3', 'T1', 'T2'.	Formerly part of S1.324
	Exit Code	[ColumnName] = 'EX' with no Incident Record	S1.386	Err	Invalid because [ColumnName] is 'EX' and there is no corresponding Incident Record	[ColumnName] = 'EX' with no Incident Record	
S1	School Membership	Must be present	001	Err			If non-numeric ('PVT' or 'HSC'), copy value to School Membership Code and force Membership to zero in manifest.
		Must be numeric and less than or equal to 180	012	Err			Make 180 a property
		Cannot be greater than the number of weekdays between the ENTRY DATE and the EXIT DATE	S1.329	Err	School Membership is too high - Student Record	The value [ColumnData] for School Membership is invalid because it is greater than the number of equivalent weekdays between the Entry Date and Exit Date. For blank exit dates the 'Last Day of School' in the 'SC' record is used. The Exit Date is defined as the day AFTER the student's last day.	Dec 5, 2011: Unused. Replaced by warning for December collection. If no Exit Date, use the last day of school ('SC' record). Calculate inclusive total days between Entry and Exit -1, and subtract weekend days. Currently using 5/7 estimate.
		Cannot be greater than the number of weekdays between the ENTRY DATE and the EXIT DATE	S1.329w	Warn	School Membership is too high - Student Record	Warning because the value [ColumnData] for School Membership is greater than the number of equivalent weekdays between the Entry Date and Exit Date. For blank exit dates the 'Last Day of School' in the 'SC' record is used. The Exit Date is defined as the day AFTER the student's last day.	If no Exit Date, use the last day of school ('SC' record). Calculate inclusive total days between Entry and Exit -1, and subtract weekend days. Currently using 5/7 estimate.
		School Membership must be 0 if: Computed age < 5 as of Sept 1 And not Pre-K And not Special Ed (no 'S2' records) And not (Military Child = 'Y' and Sept 1 computed age = 4)	S1.376	Err	School Membership > 0, Age < 5 - Student Record	The value [ColumnData] for School Membership is invalid because the student is in Kindergarten or above, NOT Special Ed, under 5 years of age as of the prior September 1st and had membership greater than zero (0). Although these students should not be in school, records are accepted for those who were enrolled - but there can be NO membership. Exception: a MILITARY CHILD can be 4 as of Sept 1 and have membership.	
S1	School Membership Code	Blank OK					Populated only if School Membership non -numeric

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'PVT', 'HSC'	009	Err			Internally generated from non-numeric School Membership entries before setting School Membership to zero
	School Membership Code, School Number (2)	If 'PVT' School Number must be 995, if 'HSC' School Number must be 990	S1.354	Err	Private/Home School Membership value doesn't match School Number - Student Record	The value [ColumnData] for School Membership is invalid because it is incorrect for the School Number, [ColumnData2]. School Number must be 995 for 'PVT' and 990 for 'HSC'.	See S1.375.
	School Membership Code, High School Completion Status (2), Exit Date (3), Exit Code (4)	If a senior and SIS As Of Date >= Last Day Of School in 'SC' record (year end), must have Exit Date and Exit Code, and High School Completion Status must be blank	S1.355	Err	Private/Home School Senior, Invalid Exit - Student Record	Invalid because the value [ColumnData] for School Membership indicates student is full-time Home School or Private. At year end each senior must have a high school resolution. High School Completion Status is not allowed for Home or Private schooled students so School Exit Date and Exit Code are required. For this student, Exit Date = [ColumnData3], Exit Code = [ColumnData4] and HighSchoolCompletionStatus = [ColumnData2].	Senor: Grade Level = 12. Year End: SIS As Of Date >= Last Day Of School in 'SC' record. Check for non-blank High School Completion Status independent of year end condition.
S1	High School Completion Status	Must be present if school is student's school of record and student is not part time and Resident Status is not 'C', 'F' or 'J' and School Membership Code is blank and: a. Student is an Early or Other graduate, or b. Grade Level = 12 and SIS As Of Date >= Last Day Of School in 'SC' record and Exit Code is blank	S1.356	Err	[ColumnName] is required here - Student Record	Invalid because the value for [ColumnName] is blank but is required because the school is the school of record, the student is not part time, Resident status is not 'C', 'F' or 'J', and the student is an Early/Other graduate or the school year has ended and the student is a senior.	Use ExitCode to check if Student has graduated.
	If present:	Must be valid completion code	009	Err			
		Only 'RT' allowed through October 15	S1.357	Err	[ColumnName] not 'RT' prior to Oct 15 - Student Record	Invalid because the value [ColumnData] for [ColumnnName] is not 'RT'. Only 'RT' is allowed through October 15.	Unused, removed by USOE because other HSCS codes possible before Oct 15. Use manifest date property.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	High School Completion Status, Grade Level (2)	If 'RT' then GRADE LEVEL must be 12	S1.358	Err	[ColumnName] = 'RT', [ColumnName2] not '12' - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used when [ColumnName2] = '12', but instead [ColumnName2] = [ColumnData2].	
		If 'GM' then Military Child must be 'Y'	S1.359	Err	[ColumnName] = 'GM', not Military Child - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used if Military Child = 'Y', but Military Child is blank.	
	High School Completion Status, Exit Code (2)	If Exit Date and Exit Code are not blank and Exit Code is not 'EX' or 'SU', then: Value cannot be 'RT', 'GP', or 'CT'	S1.360	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] is not 'EX', 'SU' or blank, then [ColumnName] cannot be 'RT' or 'GP'.	Condition (Exit Date and Exit Code are not blank and Exit Code is not 'EX' or 'SU') applies to S1.360, 361, 362, and 363.
	High School Completion Status, Exit Code (2)	If Exit Date and Exit Code are not blank and Exit Code is not 'EX' or 'SU', then: If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' value can only be 'GR', 'G3', or 'GM'	S1.361	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'Q1', 'Q2', 'Q3', 'T1' or 'T2' then [ColumnName] must be 'GR', 'G3' or 'GM'.	
	High School Completion Status, Exit Code (2), Grade Level (3)	If Exit Date and Exit Code are not blank and Exit Code is not 'EX' or 'SU' and Grade Level not 12, then: If Exit Code = '11', Grade Level must be 11 and HSCS value must be 'GR' or 'G3', or If Grade Level = 11 and HSCS value is 'GR' or 'G3', then Exit Code must be '11'	S1.362	Err	High School Completion Status not compaitible with Exit Code - Student Record.	Invalid because the value for High School Completion Status = [ColumnData] with Exit Code = [ColumnData2] and GradeLevel = [ColumnData3]. When Exit Code is '11', then Grade Level must be '11' and High School Completion Status must be 'GR' or 'G3', and Exit Code must be '11' if Grade Level is '11' and High School Completion Status is 'GR' or 'G3'.	Current version allows 'GR' or 'G3' with Grade Levels less than 11. Alternative stricter version would only allow 'GR' or 'G3' with Grade Levels 11 and 12. Last phrase of description would become: or if HSCS = 'GR' or 'G3' then both Exit Code and Grade Level must be '11'.
	High School Completion Status, Exit Code (2)	If Exit Date and Exit Code are not blank and Exit Code is not 'EX' or 'SU', then: If EXIT CODE = 'OG' then value must be 'GR', G3', 'CT' or 'AO'	S1.363	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'OG' then [ColumnName] must be 'GR', 'G3''CT' or 'AO'.	
	(Multi-record)	If High School Completion Status = 'G3' then student must have at least one 'S2' record (must be special ed)	S1.378	Err	[ColumnName] = 'G3', not Special Ed - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used for Special Ed students. But this student has no 'S2' records at this school.	Q: Constrain S2 by School Number or check across all schools? A: Constrain S2 by School Number

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	(Multi-record)	If last 'S2' has Exit Reason = 'D' then High School Completion Status must = 'AO', and if High School Completion Status = 'AO' then the last 'S2' for the student must have Exit Reason = 'D'	S1.379	Err	Invalid combination: [ColumnName] on Student Record - Exit Reason on SCRAM Record	Invalid because either the value [ColumnData] for [ColumnName] is not 'AO' and the last 'S2' Exit Reason = 'D', or [ColumnName] = 'AO' but the last 'S2' Exit Reason is not 'D'.	
S1	Part Time	Blank OK					
	If present:	Must be one of: 'H', 'P', 'S'	009	Err			
	Part Time, School Membership Code (2)	Must be blank if 'PVT' or 'HSC' in S1 Membership	S1.330	Err	Invalid combination: [ColumnName], School Membership - Student Record	Invalid because [ColumnName] = [ColumnData] and School Membership = [ColumnData2], but [ColumnName] must be blank if School Membership = 'PVT' or 'HSC'.	
S1	Concentrator	Blank OK					Obsolete record, no validations
S1	Voc-Academ Disadv	Blank OK					
	If present:	Must be 'D'	009	Err			
S1	Tech Prep	Blank OK					Obsolete record, no validations
S1	Tribal Affiliation	Must be present if RACE 'Indian' indicator is 'Y'	S1.332	Err	[ColumnName] blank and RACE 'Indian' indicator = 'Y' - Student Record	Invalid because [ColumnName] is required when the RACE 'Amer. Indian/ Alaskan' indicator is 'Y'.	
	If present:	Must be one of: 'G', 'N', 'P', 'S', 'U', 'O'	009	Err			
S1	Limited English	Blank OK					
	If present:	Must be one of: 'Y', 'O', 'F', 'N'	009	Err			
S1	Econ Disadv	Blank OK					
	If present:	Must be one of: 'F', 'R', 'Y'	009	Err			
S1	Resident Status	Must be present	001	Err			
		Must be one of: 'A', 'B', 'C', 'F', 'J', 'U'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Resident Status, Exit Code (2)	If 'F' or 'J' (foreign exchange) and EXIT CODE is present and not 'FE', issue a WARNING	S1.333w	Warn	Foreign exchange student, [ColumnName2] not 'FE' - Student Record	The record has a warning because [ColumnName] = [ColumnData], indicating a foreign exchange student, but [ColumnName2] = [ColumnData2] instead of the expected value,'FE'.	
S1	Phone Number	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 10	006	Err			
		First 3 digits cannot be '000'	S1.335	Err	Invalid Phone Number prefix - Student Record	Invalid because the value [ColumnData] for [ColumnName] starts with '000' which is not a valid phone number.	
S1	Migrant	Blank OK					
	If present:	Must be 'Y'	009	Err			
	Migrant, LEA Number (2)	LEA must one of those allowed to have migrant students	S1.381	Err	Migrant 'Y', not allowed in LEA - Student Record	Invalid because [ColumnName] = [ColumnData], but the reporting LEA, [ColumnData2], is not one of those allowed to have migrant students.	Use Lookup Table with custom rule, Field_Name = 'Migrant_LEA' For SY 2011, LEAs allowed to have migrant students are: '02', '03', '04', '07', '12', '13', '14', '17', '19', '20', '23', '26', '27', '33', '37', '38', '39', '42'. List can change annually.
S1	Days Attended	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank)	S1.364	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a private school or full time YIC, or submitting school is a dedicated YIC facility, force to '000' in manifest
	If present:	Must be numeric and <= 180	012	Err			
	Days Attended, School Membership (2)	Cannot be greater than total membership in the school (S1 + S2 + S3 membership)	S1.365	Err	Days Attended > Membership - Student Record	The record is invalid because the value [ColumnData] for DaysAttended is greater than the student's total membership in the school: [ColumnData2] plus any S2 and S3 self-contained membership.	For PK students, assume all S2 membership is self-contained (no time code).
S1	Homeless	Must be present	001	Err			
		Must be one of: '0', '1', '2', '3', '4', '5'	009	Err			July 15, 2011 - '6' added as option July 27, 2011 - '6' removed as option
S1	First Enroll in US	Must be present if IMMIGRANT is 'Y'	S1.336	Err	[ColumnName] blank and Immigrant = 'Y' - Student Record	Invalid because [ColumnName] is required when Immigrant = 'Y'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	First Enroll in US, EntryDate (2)	Must be less than or equal to school Entry Date and less than or equal to SIS As Of Date.	S1.366	Err	[ColumnName] > [ColumnName2] or future - Student Record	[ColumnData] for [ColumnName] is invalid because it must be on or before the school Entry Date [ColumnData2] and cannot be after the collection date.	
S1	ELL Native Language, Limited English (2)	Must be present at Year End and Fall Enrollment if Limited English is 'Y', 'O' or 'F'	S1.337	Err	Blank [ColumnName] for ELL student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = 'Y', 'O' or 'F'.	Use Lookup Table with custom rule, Field_Name = 'ReqEllNativeLanguage' Currently no date limitation; could add: if SIS As Of Date between Oct 1 and Oct 15 (properties) or >= Last Day Of School in 'SC' record
	If present:	Must be in list of valid language codes (not English)	009	Err			The list of valid language codes for this field should NOT include English
S1	ELL Parent Language, Limited English (2)	Must be present at Year End and Fall Enrollment if Limited English is 'Y', 'O' or 'F'	S1.338	Err	Blank [ColumnName] for ELL student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = 'Y', 'O' or 'F'.	Use Lookup Table with custom rule, Field_Name = 'ReqEllParentLanguage' Currently no date limitation; could add: if SIS As Of Date between Oct 1 and Oct 15 (properties) or >= Last Day Of School in 'SC' record
	If present:	Must be in list of valid language codes	009	Err			The list of valid language codes for this field should include English
S1	ELL Monitored Entry Date, Limited English (2)	Must be present if Limited English is 'F', must be blank if Limited English is NOT 'F'	S1.339	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. [ColumnName] must be present if [ColumnName2] = 'F', or it must be blank if [ColumnName2] is NOT 'F'.	
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Date must be in a prior school year (July 1 – June 30)	S1.340	Err	[ColumnName] not in prior school year - Student Record	[ColumnData] for [ColumnName] is invalid because it must be in a prior school year (July 1 - June 30).	Use properties

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		If date is after 2008-06-30, month and day portion must be '0630' (prior to then any date is OK)	S1.367	Err	Invalid month/day for [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because the month and day must be '0630' if it is after June 30, 2008.	
S1	Student ZIP Code	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 5	006	Err			
		If a Utah resident (based on RESIDENT STATUS) zip code must start with '84' or equal '86033', '86044', '86503', '86053', '86535', '86514' (San Juan)	S1.341	Err	Invalid ZIP code - Student Record	[ColumnData] for [ColumnName] is invalid because the student is a Utah resident but the value is not a valid Utah ZIP code.	
S1	MESA program	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C'	009	Err			
S1	District of Residence	Must be present if submitting LEA is Charter School Exception: Student is attending from another sate if resident_status='A'	S1.368	Err	Blank [ColumnName] for Charter School - Student Record	[ColumnName] is required when the submitting LEA is a Charter School.	LEA is Charter School if AGENCY_TYPE in REF_SCHOOL_LEA = 7 where LEA_NUMBER = LEA Number.
	If present:	Must be one of the regular districts: 01-40, 42	S1.369	Err	[ColumnName] not regular district - Student Record	[ColumnData] for [ColumnName] is invalid because it is not one of the regular districts, e.g. 1-40, 42.	No record found in REF_SCHOOL_LEA where AGENCY_TYPE = 1 and LEA_NUMBER = District of Residence
S1	School of Record	Blank OK					Blank indicates school of record
	If present:	Must be 'N'	009	Err			
	School of Record, SchoolNumber (2), EntryDate (3), ExitDate (4)	Only one school can be the student's school of record: if student has more than one active S1 record with blank, all of them are invalid	S1.342w	Warn	More than one school of record - Student Record	Warning because there may be more than one school of record for the student at the same time (i.e. where School of Record is blank). Ignore for traditional combined 'S1' records. Otherwise please verify the correct school of record for the student. [ColumnName2] [ColumnData2]: [ColumnName3] = [ColumnData3], [ColumnName4] = [ColumnData4].	Aug 3 - Made warning version of S1.342 to use in place of S1.342 until multiple S1 records are implemented in all districts.
S1	Gifted	Blank OK					
	If present:	Must be 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	504 Services	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	ELL Instruction Type, Limited English (2)	Must be present if Limited English is 'Y' or 'O'	S1.343	Err	[ColumnName] is blank for ELL student - Student Record	[ColumnName] is required when Limited English is 'Y' or 'O'. Limited English = [ColumnData2] for this student.	Use Lookup Table with custom rule, Field_Name = 'ReqEllInstructionType'
	If present:	Must be one of: 'BIH', 'BIN', 'BIT', 'BIW', 'DUL', 'ESL', 'IMP', 'IMS', 'IMT', 'SEI'	009	Err			
S1	NCLB School Choice	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	NCLB Supp Serv Lang	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Jordan, Salt Lake, San Juan, Wasatch, Washington	S1.370	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	Use Lookup Table with custom rule, Field_Name = 'SuppServ_LEA' List of allowed LEAs subject to change each year
S1	NCLB Supp Serv Math	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Canyons, Provo, Salt Lake, Wasatch	S1.371	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	Use Lookup Table with custom rule, Field_Name = 'SuppServ_LEA' List of allowed LEAs subject to change each year
S1	Statewide Student ID	Must be present	001	Err			
		Must be numeric and greater than or equal to 1,000,000	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must match SSID in Student List ('SL')	S1.372	Err	[ColumnName] not in Student List - Student Record	[ColumnData] for [ColumnName] was not found in the Student List generated by the manifest. This is a manifest error and should be reported as a bug.	
S1	Cumulative GPA	Must be present at Year End (As Of Date >= SC Last Day of School) for grades 9, 10, 11 and 12	S1.344	Err	Must be present at year end for high school student - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for grades 09 - 12 at year end.	
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	S1.345	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	
S1	Special Ed Exit Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Cannot be after EXIT DATE (if there is a school Exit Date) and cannot be after Last Day of School in 'SC' record	S1.346	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it is either after the school Exit Date or is after the Last Day of School in the 'SC' record.	
S1	Kindergarten Type	Must be present at YEAR END (As Of Date >= SC Last Day of School) if GRADE LEVEL = '00'	S1.347	Err	Must be present at year end for Kindergarten students - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for Kindergarten students at year end.	
		Can't be present if GRADE LEVEL is NOT '00'	S1.373	Err	[ColumnName] present, student not Kindergarten - Student Record	[ColumnData] for [ColumnName] is invalid because the student is not in Kindergarten.	
	If present:	Must be one of: 'NN', 'FN', 'ON', 'EN', 'YN', 'FY', 'OY', 'EY'	009	Err			
S1	Military Child	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	Refugee Student	Blank OK					
	If present:	Must be 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Immigrant	Blank OK					
	If present:	Must be 'Y'	009	Err			
		If 'Y', field FIRST ENROLL IN U.S. must be present	S1.348	Err	Immigrant, First Enroll In US blank - Student Record	Invalid because [ColumnName] = [ColumnData], so First Enroll In US is required, but it is blank for this student.	
S1	Read Grade Level	For grades 1-3 must be present at Year End (As Of Date >= SC Last Day of School)	S1.349	Err	Must be present at year end for grades 01-03 - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for students in grades 01 - 03 at year end.	
		For grades other than 1-3, must be BLANK	S1.350	Err	[ColumnName] present, student not grade 01-03 - Student Record	[ColumnData] for [ColumnName] is invalid because the student is not in grades 01 - 03.	
		For grades other than 1-3, must be BLANK	S1.350w	Warn	[ColumnName] present, student not grade 01-03 - Student Record	Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03. Must be corrected by year end.	
	If present:	Must be one of: 'Y', 'N', 'U' 'S'	009	Err			
S1	Reading Intervention	For grades 1-3 must be present at Year End (As Of Date >= SC Last Day of School) or if Read Grade Level = 'N'	S1.351	Err	Must be present at year end for grades 01-03 - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for students in grades 01 - 03 at year end.	
		For grades other than 1-3, must be BLANK	S1.352	Err	[ColumnName] present, student not grade 01-03 - Student Record	[ColumnData] for [ColumnName] is invalid because the student is not in grades 01 - 03.	
		For grades other than 1-3, must be BLANK	S1.352w	Warn	[ColumnName] present, student not grade 01-03 - Student Record	Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03. Must be corrected by year end.	
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Race Observer ID	Must be present	001	Err			
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Accompanied Student, Home Status (2)	Must be present if Home Status > '0'	S1.374	Err	Must be present if [ColumnName2] not Zero - [ColumnName] on Student Record	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when [ColumnName2] is not '0'.	
	If present:	Must be one of: 'Y', 'N'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	LEA Number	Must be present	001	Err			
		Must match LEA Number in 'DI' records	040	Err			
		Matched 'DI' record (using LEA Number) must be valid	Dep	Err			
S1	SchoolMembership	Total Membership more than 180	S1.383w	Err	[ColumnData] for [ColumnName] has a warning because the sum of SchoolMembership, ScramMembership and YicMembership is more than 180	[ColumnData] for [ColumnName] has a warning because the sum of SchoolMembership, ScramMembership and YicMembership is more than 180	
S1	School Number	Must be present	001	Err			
		Must match School Number in 'SC' records	041	Err			
		Matched 'SC' record (using School Number) must be valid	Dep	Err			
	School Number (1), School Membership Code (2)	If School Number is 990 or 995, School Membership Code must be 'HSC' or 'PVT', respectively.	S1.375	Err	Invalid 990/995 School Number - Student Record	The value [ColumnData] for School Number is invalid because it is incorrect for the School Membership Code, [ColumnData2]. If School Number is`990` or `995`, School Membership Code must be `HSC` or `PVT` respectively and School Membership must be 0.	See S1.354.
S1	Multi-record	If student has more than 10 days total membership (S1+S2+S3) in the school, the student must have at least one 'AM' record with Membership > 0, unless grade level is pre-K or Resident Status = 'C' (out-of-state)	S1.377	Err	Total Membership > 10, no 'AM' records - Student Record	The record is invalid because the student has more than 10 days total membership ('S1'+'S2'+'S3') in the school, but has no 'AM' records and is not Pre-K and not out of state (Resident Status = 'C'). At least one 'AM' record is required.	
S1	ResidenceStatus	If a student has a residency status of X at a particular school, they should not have course records, scram records, yic records, incident records, etc. at the same school.	S1.385	Err	Invalid because [ColumnName] is X and the student has Scram, YIC, Course, or Incident Records	[ColumnName] is X and Student records exist	

SCRAM Record (S2)

Record type ‘S2=’ (Required for all special education students) For each batch update, UTREx will expect an ‘S2’ records for each “SCRAM” student that has been in membership/enrolled within a school at any time during the current school year. This record identifies the SCRAM membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple ‘S2’ records should be included in the update.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD-ID	003				S2=	SCRAM Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alpha	Student number
DISABILITY TYPE	02	StudentParticipation/ ExceptionalityCategories/ ExceptionalityCategory/Code	0	StudentParticipation	AU, BD, CD, DB, DD, HI, ID, MD, OH, OI, SL, TB, VI	Disability type
TIME	01	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time code
SCRAM ENTRY DATE	08	StudentParticipation/ ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Entry Date
SCRAM EXIT DATE	08	StudentParticipation/ ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Exit Date
SCRAM EXIT REASON	01	StudentParticipation/ ProgramExitReason/ OtherCodeList [@CodeSet='StateProvince']	0	StudentParticipation	A, D, S, X	SCRAM Exit Reason Code
SCRAM MEMBERSHIP	03	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	SCRAM aggregate membership

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
REGULAR PERCENT	01	StudentParticipation/ StudentSpecialEducationFTE	0	StudentParticipation	1, 2, 3	Percent in regular setting
ENVIRONMENT	01	StudentParticipation/ LeastRestrictiveEnvironment/ OtherCodeList [@CodeSet='StateProvince']	0	StudentParticipation	For Ages 3-5: C, F, G, J, K, R, S, I, M. For Ages 6-21: H, R, S, T, U, V, Y	Educational environment
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
IS ONE PERCENT	01	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/IsOnePercent	1	StudentParticipation	Y, Blank	DLM1% alternative assessment (UAA)

SCRAM Record (S2): Detailed Field Descriptions

Record-ID: **(Required all updates)** The first three characters of a SCRAM record must always contain the record identifier 'S2='.

Student Number: **(Required all updates)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blank. Don't send in a student record with the student number equal to zero.

Note: For UTREx to store SCRAM membership, a student 'S1' record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the 'S1' record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

Disability Type: **(Required all updates)** Identifies the type of disability for which the student is receiving Special Education and related services.

Code	Meaning
AU	Autism
BD	Emotional Disturbance
CD	Speech/Language Impairment
DB	Deaf/Blindness
DD	Developmental Delay
HI	Hearing Impairment/Deafness
ID	Intellectual Disability (federal "Mental Retardation")
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disability
TB	Traumatic Brain Injury
VI	Visual Impairment (including Blindness)

Constraint: Type 'DD' cannot be used for students older than 7 years of age.

SCRAM Record (S2): Detailed Field Descriptions

Time: **(Required all updates)** Summarizes the amount of time the student is served. This is used to allocate state special education funds. If a student changes Time code during the year, an 'S2' must be sent in for each one.

Pre-K students age 5 or younger on Dec 1 of the school year are not required to submit a time. Regardless of age, Kindergarten students are required to submit a time. Regardless of grade, if the student will be age 6 or older as of Dec 1 a time must be entered for the student. Time must be one of the following:

Code	Meaning
A	1-59 minutes of special education and related services for students in grades 1-12, or 1-29 minutes of special education and related services for students in grade K (Resource).
B	60-179 minutes of special education and related services for students in grades 1-12, or 30-89 minutes of special education and related services for students in grade K (Resource).
C	180 minutes or more of special education and related services for students in grades 1-12, or 90 minutes or more of special education and related services for students in grade K (Self-Contained).

SCRAM Entry Date: **(Required all updates)** This is the date the student first began receiving Special Education and related services within the current school year. This date must include the century. The format is YYYYMMD.

SCRAM Exit Date: **(Optional unless there is a SCRAM Exit Code)** This is the day *following* the last day the student received special education related services for a particular disability type. This date must also include the century. The format is YYYYMMDD. If the student is still receiving special education and related services, please leave this field blank. Determining inclusion or exclusion of the student for the December 1 reports using this date is the same as the school exit date (see 'S1' record – field Exit Date). If present, it must be within the current school year (July 1 – June 30).

A valid date must be present if SCRAM Exit Reason is entered.

SCRAM Exit Reason: **(Optional, unless there is a SCRAM Exit Date)** This code identifies the reason this student exited special education and related services.

A valid SCRAM Exit Reason must be entered if a SCRAM Exit Date is entered.

Note: If SCRAM Exit Reason is D, High school Compl Status must be AO (Aged Out).

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
S	Service Change
X	Exited school
Blank	If SCRAM Exit Date is left blank

SCRAM Record (S2): Detailed Field Descriptions

SCRAM Membership: **(Required)** SCRAM aggregate membership. This field should reflect the total aggregate days of membership within this SCRAM Time code accurate up to the day you create the UTREx update file. If a student moves from one SCRAM Time code to another during the year, then multiple 'S2' records should be included in the update, each one reflecting membership in a separate SCRAM Time code. Membership day should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill) blank is an error. It must be '000' if 'PVT' or 'HSC' is submitted in the 'S1' membership field, but it cannot be '000' if 'S1' membership is not 'PVT' or 'HSC'. Resource membership cannot be greater than School Membership (S1).

Note 1: Self-Contained membership days SHOULD NOT be included in the regular school membership total on the 'S1' record. Report Self-Contained membership days on this 'S2' record only.

School Membership (S1) [+] SCRAM Self-Contained membership (some S2s) cannot exceed 180 days.

For Special Education (Resource) students, their membership days in school are included on the 'D1' record and their membership in the resource program is included on the 'S2' record.

Note 2: Membership cannot be negative.

Regular Percent: **(Required all updates)** Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

Pre-K students age 5 or younger on Dec 1 of the school year are not required to submit a percent. Regardless of age, Kindergarten students are required to submit a percent. Regardless of grade, if the student will be age 6 or older as of Dec 1 a percent must be entered for the student. Percent must be one of the following:

Code	Meaning
1	At least 80% of the day
2	40% to 79% of the day
3	Less than 40% of the day
Blank	If the student will be 5 or younger as of Dec 1, and enrolled in Pre-K.

SCRAM Record (S2): Detailed Field Descriptions

Environment:

(Required all updates) Identifies the type of educational setting in which the student receives special education and related services.

If the student will be age 5 or younger as of Dec 1, regardless of the grade in which the student is enrolled, he/she must be coded as receiving services in an age 3-5 environment. Environment must be one of the following:

Code	Meaning
C	Early Childhood Special Education (50% or more of students in class are receiving special education services) (Federal "Special Class")
F	Child attending a regular childhood program at least 10 hours per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program
G	Child attending a regular childhood program at least 10 hours per week and receiving the majority of hours of special education and related services in some other location
J	Child attending regular childhood program less than 10 hours per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program
K	Child attending a regular childhood program less than 10 hours per week and receiving the majority of hours of special education and related services in some other location
P	Parentally place in private school
R	Public Residential
S	Public Separate School
I	Itinerant (Federal "Service Provider Location')
M	Home

SCRAM Record (S2): Detailed Field Descriptions

If the student will be age 6 or older as of Dec 1, regardless of the grade in which the student is enrolled, he/she must be coded as receiving services in an age 6-21 environment. The environment code must be changed to an age 6-21 environment as of the student's 6th birthday, and a time and percent must be entered for the student. Environment must be one of the following:

Code	Meaning
H	Homebound/Hospitalized
P	Parentally Placed in Private School
R	Public Residential
S	Public Separate School
T	Private Residential Facility
U	Private Separate School
V	Regular School Setting
Y	Correctional Facility

All of the codes above, except "P", assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, the student must still be reported for the purpose of federal reporting. Students receiving the Carson Smith Scholarship or Equitable Services under the IDEA proportionate share requirement must be reported as 'P — Parentally Placed in Private School'.

Note 1: Students reported as Parentally Placed in Private School are not included in December 1 Reports for state funding calculations. These students are submitted for federal reporting requirements only. As noted above, these students should be reported in the S1 membership field as "PVT" and should receive 000 membership days.

For more information, please contact the Special Education Coordinator, Jennifer Howell: 801-538-7724; Jennifer.howell@schools.utah.gov.

Note 2: "Age" used above is calculated using the December SCRAM processing cutoff date as follows:

- October 1 update uses age as of the forthcoming December 1
- December 1 update uses age as of the current December 1
- Year-end update uses age as of the prior December 1

LEA Number: **(Required all updates)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required all updates)** The actual school number. This will be validated against the schools in the CACTUS database.

SCRAM Record (S2): Detailed Field Descriptions

IsOnePercent: Indicates whether a student should be administered the 1% alternative assessment DLM (UAA) rather than the standard state assessment (SAGE). If a student is not registered in the SAGE system, he or she will not have access to any of the formative, interim, or summative resources available.

Code	Meaning
Y	Student will be registered for the 1% alternative assessment. No student information will be sent to the SAGE system.
Blank	Student will be registered in the SAGE System.

SCRAM Record (S2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S2	SCRAM Record	Identifying Fields				Student Number, School Number, SCRAM Entry Date	
S2	Student Number	Must be present	001	Err			
		Must match Student Number in 'S1' records with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S2 record for a student: no multiples with overlapping dates	S2.602	Err	Student has overlapping S2s - SCRAM Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S2' records in the same school with overlapping dates.	i.e. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S2	Disability Type	Must be present	001	Err			
		Must be valid disability code: 'AU', 'BD', 'CD', 'DB', 'DD', 'HI', 'ID', 'MD', 'OH', 'OI', 'SL', 'TB', 'VI'	009	Err			
		If 'DD' and SCRAM Exit Date is valid date, then student's eighth birthday must occur on or after the SCRAM Exit Date. If 'DD' and SCRAM Exit Date is blank/ space, then student's eighth birthday must occur after the current date.	S2.603	Err	Age too high for [ColumnName] - SCRAM Record	Invalid because [ColumnName] = [ColumnData] and student's age is 8 or above with no Exit Date, or student turned 8 before Exit Date. This code can only be used on 'S2' records where student's age is 7 or less.	Nov 16, 2011: New logic from USOE works for all time periods. Invalid Exit Date checked separately.
S2	SCRAM Time	Must be present if grade level above PK	S2.604	Err	Must be present if grade > PK - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for students above grade level 'PK'.	i.e. if grade level not 'PK'. Similar to S2.619.
S2	ScramEntryDate	The SCRAM entry date can't be before the earliest entry date in the student S1 record.	S2.626	Err	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest `S1` Entry Date for the student in the corresponding school	Invalid value - [ColumnName] on [TableName]	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be blank if student is Pre-K	S2.623w	Err	[ColumnName] present, student 'PK' - [TableName]	[ColumnData] for [ColumnName] has a warning because the student is grade level 'PK', and [ColumnName] should be blank for 'PK' students.	Similar to S2.620 Oct 4, 2011: Changed to warning.
	If present:	Must be one of: 'A', 'B', 'C'	009	Err			
S2	SCRAM Exit Date	Must be present if SCRAM Exit Reason not blank	S2.607	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when SCRAM Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			
	SCRAM Exit Date, SCRAM Entry Date (2)	Cannot be prior to SCRAM Entry Date	S2.608	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
		Must be in current School Year (July 1 – day after Last Day of School in 'SC' record)	S2.609	Err	[ColumnName] not in School Year - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	
		If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S2.627	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('S2' record active) and the School Exit Date is not blank ('S1' record closed).	Allow Scram Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
		Cannot be after Special Ed Exit Date on 'S1' record	S2.610	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the Special Ed Exit Date on the student's corresponding 'S1' record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		The SCRAM entry date can't be before the earliest entry date in the student record.	S2.626	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
S2	SCRAM Exit Reason	Must be present if SCRAM Exit Date not blank	S2.611	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when SCRAM Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'S', 'X'	009	Err			
S2		At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if SCRAM Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S2.612	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.	
S2	SCRAM Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S2.613	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be numeric and less than or equal to 180	012	Err			
		Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record) if 'S1' Membership not 'PVT' or 'HSC'	S2.614	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end if student's 'S1' membership is not 'PVT' or 'HSC'.	
		Must be 0 if 'S1' Membership = 'PVT' or 'HSC'	S2.615	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be zero if student's 'S1' membership is 'PVT' or 'HSC'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S2		If self-contained SCRAM record, Total Membership cannot exceed 180	S2.617	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+'S2') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S2' record plus other membership days in the same school.	Total membership = S1+S2 within same school (S1+S2 or S1+S3 across all schools checked in SL.505)
S2		If resource SCRAM record, cannot exceed School Membership ('S1')	S2.618	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of SCRAM resource days for this student is greater than the student's total membership days in the school.	Use S1+ self contained S3 for total membership (Davis)
S2	Regular Percent	Must be present if student is not Pre-K	S2.619	Err	Required if not 'PK' - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required if the student is not grade level 'PK'.	Similar to S2.604.
		Must be blank if student is Pre-K	S2.620	Err	[ColumnName] present, student 'PK' - [TableName]	[ColumnData] for [ColumnName] is invalid because the student is grade level 'PK', and [ColumnName] must be blank for 'PK' students.	Similar to S2.623
	If present:	Must be one of: '1', '2', '3'	009	Err			
S2	Environment	Must be present	001	Err			
		if Pre-K, must be one of: 'C', 'F', 'G', 'J', 'K', 'R', 'S', 'I', 'M', or 'P'	S2.621	Err	Invalid 'PK' value - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for 'PK' students.	Use Lookup Table with custom rule, Field_Name = 'S2.Environment_PK'
		If K-12, must be one of: 'H', 'R', 'S', 'T', 'U', 'V', 'Y', or 'P'	S2.622	Err	Invalid non-'PK' value - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for grade levels above 'PK'.	Use Lookup Table with custom rule, Field_Name = 'S2.Environment'
S2	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S2	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Youth in Custody (YIC) Record (S3)

Record Type 'S3=' (Required for YIC students) The UTREx will expect an 'S3' record for each YIC student that has been in membership/enrolled within the YIC residential facility; self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple Entry/Exit in the YIC setting, multiple 'S3' records should be included in the update. If a student changes Custody Type or Time code during the year, an 'S3' must be sent in for each one. Only 1 'S3' can be active for a student at any given time – for multiple, the Entry/Exit dates cannot overlap.

For information/clarification about usage of the data elements in the record please contact Travis Cook (801-538-7849; Travis.Cook@schools.utah.gov).

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	03				S3=	Youth in Custody Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alpha	LEA assigned student number
CUSTODY TYPE	04	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/CustodyType	1	StudentParticipation	DCFS, DJJS, BOIA	Custody Type
TIME	01	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time Code
ENVIRONMENT	01	StudentParticipation/ LeastRestrictiveEnvironment/ OtherCodeList [@CodeSet='StateProvince']	0	StudentParticipation	H, R, T, V	Educational environment
YIC ENTRY DATE	08	StudentParticipation/ ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Entry Date

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
YIC EXIT DATE	08	StudentParticipation/ ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Exit Date
YIC EXIT REASON	01	StudentParticipation/ ProgramExitReason/ OtherCodeList [@CodeSet='StateProvince']	0	StudentParticipation	A, D, S, X	YIC Exit Reason code
YIC MEMBERSHIP	03	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	YIC aggregate membership
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
EXCLUDE YIC MEMBERSHIP	01	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/ExcludeYICMembership	1	StudentParticipation	Y, Blank	
DJJS FACILITY	05	StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/DJJSFacility	True	StudentParticipation	CVYC, CYH, CCYC, CUYC, DLYC, DADC, FVYC, GYC, MCYC, OOA, SLCOA, SCVDC, SCYC, SUYC, SMYC, SOA, WYC, WVDC	Only YIC records with a "DJJS" Custody Type “C” are allowed to specify the DJJS Facility
IS NEGLECTED OR DELINQUENT		StudentParticipation/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentParticipationExtensions/ IsNeglectedAndDelinquent	True	StudentParticipation	N/D/Blank	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent

YIC Record (S3): Detailed Field Descriptions

Record-ID: **(Required)** The first three characters of the YIC record must always contain the record identifier 'S3='.

Student Number: **(Required)** Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't' send in a student record with the student number equal to zero.

Note: For the UTREx to store YIC membership, a student 'S1' record for each student having YIC data must also be present in the update. You must include the same student identification number on this YIC update record as you did on the 'S1' record. This number will be used as a key to find the student data so this YIC membership can be attached.

Custody Type: **(Required)** Identifies the type of custody under which the student is receiving services.

Code	Meaning
DCFS	Division of Child and Family Services
DJJS	Department of Juvenile Justice Services
BOIA	Bureau of Indian Affairs

Time: **(Required)** Summarizes the amount of time the student is served.

Code	Meaning
A	1-59 minutes of youth in custody and related services (ISI-1)
B	60-179 minutes of youth in custody and related services (ISI-2)
C	180 minutes or more of youth in custody and related services (Self-Contained)

Note 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to membership in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

Note 2: Code 'C' will be treated the same as SCRAM "Self-Contained" as it related to membership in that a day of YIC membership under code 'C' is NOT a day of school membership. See Membership below.

YIC Record (S3): Detailed Field Descriptions

Environment: **(Required)** Identifies the type of education setting in which the student receives youth in custody and related services.

Code	Meaning
H	Homebound/Hospitalized
R	Public Residential Facility
T	Private Residential Facility
V	Regular School Setting

YIC Entry Date: **(Required)** This is the date the student first began receiving YIC related services for this Custody Type and Time. This date must include the century. The format is YYYYMMD.

YIC Exit Date: **(Optional unless there is a YIC Exit Reason)** This is the day *following* the last day the student received YIC related services for a particular Custody Type and Time. This date must also include the century. The format is YYYYMMD. If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC Exit Reason is entered.

YIC Exit Reason: **(Optional unless there is a YIC Exit Date)** This code identifies the reason this student exited YIC related services.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
S	Services change
X	Exited school
Blank	If YIC Exit Date is left blank

A valid YIC Exit Reason must be entered if a YIC Exit Date is entered.

YIC Record (S3): Detailed Field Descriptions

YIC Membership: **(Required)** YIC aggregate membership. This field should reflect the total aggregate days of membership within this Custody Type and Time code accurate up to the day you create the UTREx update file. If a student moves from one Custody Type and/or Time code to another during the year, then multiple 'S3' records should be included in the update, each one reflecting membership in a separate Custody Type and Time code. Membership days should be reported in 180 equivalent days.

Note: School membership (S1) [+] self-contained YIC membership cannot exceed 180 days.

Note 2: Membership cannot be negative.

LEA Number: **(Required all updates)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required all updates)** The actual school number. This will be validated against the school number in the CACTUS database.

Is Neglected Or Delinquent: **(Optional)** Used for Time code 'C' for YIC Students. Identifies a student receiving education services as funded by Title 1/D.

- N = Neglected Student: Use N for Oak Springs School, Utah State Hospital, and Provo.
- D = Delinquent Student: Use D for Secure Care Sites, Genesis, and Observation and Assessment Sites (O&A), including but not limited to Decker Lake, Wasatch, Slate Canyon, Iron County, and Millcreek.
- Blank is allowed.

YIC Record (S3): Detailed Field Descriptions

DJJS Facilities: **(Optional)** For Time Code 'C' for YIC students.

Code	Meaning
CVYC	Cache Valley Youth Center [Logan School District]
CYH	Canyonlands Youth Home [San Juan School District]
CCYC	Castle Country Youth Center [Carbon School District]
CUYC	Central Utah Youth Center [Sevier School District]
DLYC	Decker Lake Youth Center [Granite School District]
DADC	Dixie Area Detention Center [Washington School District]
FBYC	Farmington Bay Youth Center (Contracted Provider) [Davis School District]
GYC	Genesis Youth Center [Canyons School District]
MCYC	Mill Creek Youth Center [Ogden School District]
OOA	Ogden O & A [Ogden School District]
SLCOA	Salt Lake City O & A [Salt Lake School District]
SLVDC	Salt Lake Valley Detention Center (Contracted Provider) [Granite School District]
SCYC	Slate Canyon Youth Center [Provo School District]
SUYC	Southwest Utah Youth Center [Iron School District]
SMYC	Split Mountain Youth Center [Uintah School District]
SOA	Springville O & A [Nebo School District]
WYC	Wasatch Youth Center [Granite School District]
WVDC	Weber Valley Detention Center [Weber School District]

YIC Record (S3): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Record	Identifying Fields				Student Number, School Number, YIC Entry Date	
S3	Student Number	Must be present	001	Err			
		Must match Student Number in 'S1' records with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S3 record for a student: no multiples with overlapping dates	S3.702	Err	Student has overlapping S3's - YIC Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S3' records in the same school with overlapping dates	i.e. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S3	Custody Type	Must be present	001	Err			
		Must be one of: 'DCFS', 'DJJS', 'BOIA'	009	Err			
S3	YIC Time	Must be present	001	Err			
		Must be one of: 'A', 'B', 'C'	009	Err			
S3	Environment	Must be present	001	Err			
		Must be one of: 'H', 'R', 'T', 'V'	009	Err			
S3	YIC Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Must be on or after earliest S1 Entry Date for student in corresponding school	S3.714	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be before School Exit Date on most recent matching S1 record	S3.703	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	Match S1 record on Student Number and School Number.
S3	YIC Exit Date	Must be present if YIC Exit Reason not blank	S3.704	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when YIC Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	YIC Exit Date, YIC Entry Date (2)	Cannot be prior to YIC Entry Date	S3.705	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
		Must be in current School Year (July 1 – day after Last Day of School in 'SC' record)	S3.706	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	Use SchoolYearStart property for July 1.
		If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S3.715	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('S3' record active) and the School Exit Date is not blank ('S1' record closed).	Allow YIC Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
S3	YIC Exit Reason	Must be present if YIC Exit Date not blank	S3.707	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when YIC Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'S', 'X'	009	Err			
		At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if YIC Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S3.708	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.709	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be numeric and less than or equal to 180	012	Err			
		Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.710	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end.	
		If self-contained YIC record, Total Membership cannot exceed 180	S3.712	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+'S3') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S3' record plus other membership days in the same school.	Total membership = S1+S2 within same school (S1+S2 or S1+S3 across all schools checked in SL.505)
		If resource YIC record, cannot exceed School Membership ('S1')	S3.713	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of YIC resource days for this student is greater than the student's total membership days in the school.	
S3	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S3	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	ExcludeYICMembership	Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	**S3.720**	Err	(ColumnData) for Exclude YIC Membership is invalid because Time C Scram and Time C YIC records cannot overlap unless Exclude YIC Membership is set.		
		Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	**S3.719**	Err			
S3	DJJSFacility	Only YIC records with a "C" Time Code are allowed to specify the DJJS Facility	**S3.717**	Err	(ColumnData) for DJJS Facility is invalid because a DJJS Facility is only valid for Self-Contained (Time C) students.		
S3	IsNeglectedAndDelinquent	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent	**S3.718**	Err	(ColumnData) for Neglected and Delinquent is invalid because 'Neglected and Delinquent' is only valid for Self-Contained (Time C) students.		

Course Master Record (AC)

'AC=' transactions are used to define a school's Course Master File. During the update, the Course and Section field is combined with the Period field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the Course and Section field. Course Master Records with duplicate Course and Section fields will be interpreted as a black class that spans two or more periods.

Course Master Records within a school having duplicate Course and Section field values will be assumed to be block classes and will be processed according to the following rules:

Rule	Definition
CTE Block Classes	If a CIP code is present in the duplicate records, indicating a CTE class, each of the duplicate Course Master Records and their related Course Membership records will be retained. The Period fields of these records must not have any duplicate values.
Non-CTE Block Classes	If a CIP Code is NOT present in the duplicate records, indicating a Non-CTE class, only the Course Master Record with lowest Period number and its related Course Membership records will be retained. The requires that the fields in the retained Crouse Master and Course Membership records represent the entire black class, not just one period. See block class notes in the Course Membership Record.
Single Course Master Record for Block Classes	An LEA may choose to report a non-CTE block class with only one Course Master Record along with its related Course Membership records. Except for CTE classes, the USOE Data Warehouse does not maintain block class data as separate periods.

Field	Length	Valid Values	Short Description
RECORD-ID	03	AC=	Course Master File ID
COURSE & SECTION	12	alphanumeric	Period taught
PERIOD	02	numeric 2.0 - Output as string	Period taught
WHERE TAUGHT DIST	02	alphanumeric	LEA where course is taught
WHERE TAUGHT SCHL	03	numeric 3.0 - Output as string	School where course is taught
TEACHER 1 ID	09	numeric 9.0 - Output as string	CACTUS ID of 'teacher of record'
CIP CODE NUMBER	06	numeric 6.0 - Output as string	Voc. CIP code number
SEMESTER LENGTH	01	1, 2, 3, 4, 5	Voc. Semester length
COURSE TITLE	20	alphanumeric	Course Title
CORE CODE	11	numeric 11.0 - Output as string	Graduation core code
TEACHER 2 ID	09	numeric 9.0 - Output as string	CACTUS ID of 2nd teacher
TEACHER 3 ID	09	numeric 9.0 - Output as string\	CACTUS ID of 3rd teacher
COLLEGE GRANTING CR	02	numeric 2.0 - Output as string	College granting concurrent enrollment credit
WHERE TAUGHT CAMPUS	01	C, H	Where concurrent enrollment course is taught
INSTRUCT SETTING	02	BC, CC, EC, AV, ON, IS, FF, OP	Instructional setting
TERM	04	YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU, T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1	Term the class is taught
CYCLE	01	alphanumeric	Cycle the class is taught
LEA NUMBER	02	alphanumeric	LEA number
SCHOOL NUMBER	03	numeric 3.0 - Output as string	School number

Course Master Record (AC): Detailed Field Descriptions

Record-ID: **(Required)** The first three characters of a course master record must always contain the record identifier 'AC='.

Course & Section: **(Required)** This is the unique alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The Course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length.

Period: **(Required)** This the a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10 digit key that must be unique within each school In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than an 'AC' record is found for a school with the same 10 digit key, an error condition exists and any duplicate will NOT be loaded into the UTREx.

Where Taught Dist: **(Optional)** This field is to designate the LEA where they class is taught used in conjunction with Where Taught Schl. If Where Taught Schl is blank, this field must also be blank. If Where Taught Schl is not blank, this field cannot be blank even if the Where Taught Schl is within the same LEA. In other words, if Where Taught Schl is populated, the UTREx can make no assumptions as to the LEA where that school resides, thus the Where Taught Dist must also be populated. For colleges and trade school two character LEA designations, see the list at the end of the AC record field descriptions.

If present, it will be validated against the CACTUS table of LEAs.

Where Taught Schl: **(Optional)** This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If this class is taught within the school you are generating transactions for, please leave this field blank and UTREx will assume that it is taught within that school. If for example, you have students that take classes at another LEA, college, or trade school please include here the school number where the class is being taken. For college or ATCs, this 3 digit school number is their 2 digit "LEA" number (listed at the end of the AC record field descriptions) preceded with a '0'. For example, the school number for Salt Lake Community College would be '049'. If this field is NOT blank, field Where Taught Dist must also be populated.

If present, it will be validated against the CACTUS table of schools.

Course Master Record (AC): Detailed Field Descriptions

Teacher 1 ID:

(Required) This is the CACTUS ID of the Teacher of Record assigned to the class.

All numeric, all zeroes is invalid, left justify, don't zero fill, SSNs are no longer allowed, so if it contains 9 characters, it will be assumed to be an SSN and will be handled as an error.

Note 1: This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as Release Time or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approve these "courses".

Note 2: For CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

Note 3: Can only be blank if the core code is the regular ed Pre-K code of '22-04-00-00-001'.

Note 4: Use of the generic CACTUS Id (10) will result in a fatal error (After October 2014) unless the student is marked SOEP. The generic id is limited for use for the home school only. Provider schools must have a valid CACTUS ID.

CIP Code Number:

(CTE Classes Only – required) Valid CTE CIP code. This is a six digit numeric field.

If entered, must be complete and all numeric.

Semester Length:

(CTE Classes Only – required) This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

Code	Meaning
1	Class held first semester (90 day class)
2	Class held second semester (90 day class)
3	Single trimester class (60 day class)
4	Class held all year (180 days class)
5	Class held 1 quarter (45 day class)

Course Title:

(Required) Normally, this is the alphanumeric course title that your school uses to describe the course.

Core Code:

(Required) This is the 11 digit Core Code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code – it's an error if the code in inactive.

Course Master Record (AC): Detailed Field Descriptions

Elementary schools using multiple Core Codes for grades 3-6; must have a minimum of 5 Core Codes from each of the following:

1. 22-01-88-XX-XXX (home room course)
2. 06-03-88-XX-XXX (language arts grades 3-5) or 06-02-XX-XX-XXX (language arts grade 6),
3. 07-01-XX-XX-XXX (math grades 3-6)
4. 08-10-88-XX-XXX (science grades 3-5) or 08-05-XX-XX-XXX (science grade 6)
5. 09-10-88-XX-XXX (social studies grades 3-5) or 09-09-00-00-010 (social studies grade 6)

Unless the student is marked part time, a fatal error will be generated.

For questions, regarding use of these core codes please contact Kristin Campbell at (801) 538-7892 or Kristin.campbell@schools.utah.gov.

Teacher 2 ID: **(Optional)** The CACTUS ID of a second teacher assigned to this course master record.

If present, must be all numeric. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID. Left justify, don't zero fill. SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

Teacher 3 ID: **(Optional)** The CACTUS ID of a third teacher assigned to this course master record.

If present, must be all numeric. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID or Teacher 2 ID. Cannot be present if Teacher 2 DI is blank. Left justify, don't zero fill. SSNs are no longer allowed, so if in contains 9 characters it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

College Granting CR: **(Optional unless the Core Code contains '13' in positions 7 and 8)** The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

49 – Salt Lake Community College	53 – Utah State University	57 – College of Eastern Utah
50 – Utah Valley State College	54 – Weber State University	58 -- Dixie College
52 – University of Utah	56 – Southern Utah University	59 – Snow College

Course Master Record (AC): Detailed Field Descriptions

Where Taught Campus: (Optional unless the Core Code Contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

Required if positions 7 and 8 of field Core Code contains '13', indicating course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class, this field should be 'C', otherwise it should be 'H'.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor: the LEA (H) or the College (C).

Code	Meaning
C	College Campus
H	High School Campus
Blank	If Core Code does NOT contain '13' in positions 7 and 8

Instructional Setting: **(Required if Core Code is designated for grades higher than 6)** The primary setting of medium of delivery for the course.

Code	Meaning
BC	Broadcast – Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence – Course is taught via hard or electronic copy or other media (CD, DVD, video cassette) and student works at own pace usually without an instructor present, but generally under supervision of the LEA. Includes "packet" programs.
ED	Early College – Course is taught by institution of higher education, but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – Course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School and students enrolled in SB 65 classes) – Course is taught through a website.
IS	Independent Study – Structured learning experience is recognized for credit, but is not under supervision of the LEA
FF	Face to Face – Course is taught primarily in person and usually in a conventional classroom or lecture hall.
OP	Online course for students under SB 65.

Note: These changes bring this element in closer alignment to the similar Delivery Method field used by the Utah System of Higher Education.

Course Master Record (AC): Detailed Field Descriptions

Term: **(Required)** This is the term the class is taught.

Code	Meaning
YR	Full Year
S1	First Semester
S2	Second Semester
Q1	First Quarter
Q2	Second Quarter
Q3	Third Quarter
Q4	Fourth Quarter
Q1Q2	First and Second Quarters
Q2Q3	Second and Third Quarters
Q3Q4	Third and Fourth Quarters
Q4SU	Fourth Quarter and Summer
SU	Summer

Code	Meaning
T1	First Trimester
T2	Second Trimester
T3	Third Trimester
T4	Fourth Trimester
T5	Fifth Trimester
T6	Sixth Trimester
T1T2	First and Second Trimesters
T2T3	Second and Third Trimesters
T3T1	First and Third Trimesters
T3T4	Third and Fourth Trimester
T4T5	Fourth and Fifth Trimester
T5T6	Fifth and Sixth Trimester

Note: At least 1 LEA has school(s) with 6 terms – use the Tx codes interchangeably to mean 'Trimester' or 'Term'. Use of T40T6 should only be used for schools that have greater than 4 'terms' in a school year. For example, if 4 total terms, using quarter would be the appropriate designation.

Cycle: **(Required)** A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).

Examples of cycles with samples of possible 1 byte designations for UTREx submission below them:

	MTWThF	MWFTTh	MWF	MWTh	MWFaFb
Alpha Character -OR-	L	M	N	O	P
Numeric -OR-	1	2	3	4	5
A Combination	Q	R	7	8	Z

Course Master Record (AC): Detailed Field Descriptions

LEA Number: **(Required all updates)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required all updates)** The actual school number. This will be validated against the schools in the CACTUS database.

College and ATC "Teacher" CACTUS IDs			
44 – Ogden Weber ATC	218965	55 – Westminster	452384
45 – Bridgerland ATC	218966	56 – Southern Utah University	155731
47 – Uintah Basic ATC	218967	57 – College of Eastern Utah	155732
48 – Davis ATC	218968	58 – Dixie College	155733
49 – Salt Lake Community College	155727	59 – Snow College	155734
50 – Utah Valley University	155728	61 – Mountainland ATC	218972
51 – Brigham Young University	452383	62 – Southwest ATC	218976
52 – University of Utah	523141	63 – Southeast ATC	218977
53 – Utah State University	155729	64 – Salt Lake/Tooele ATC	218978
54 – Weber State University	155730	65 – Dixie ATC	229659

Course Master Record (AC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Master	Identifying Fields				School Number, Course Section, Period, Teacher 1 ID	
AC	Course Section	Must be present	001	Err			
		Max length = 12	005	Err			
		Must be at least 2 characters	AC.801	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
AC	Period	Must be present	001	Err			
		Must be numeric	001	Err			Unused, removed to allow Kindergarten 'AM' & 'PM'
		Exact length = 2	006	Err			
AC	Where Taught District, Where Taught School (2)	Must be present if Where Taught School is present	AC.802	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when Where Taught School is present.	
	If present:	Exact length = 2	006	Err			
		Must be valid LEA in CACTUS	AC.803	Err	Must be valid LEA in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	No record in REF_SCHOOL_LEA where ACTIVE_FLAG = 'Y' and LEA_NUMBER = Where Taught District
AC	Where Taught District, Where Taught School (2)	Must be present if Where Taught School is present	AC.802	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when Where Taught School is present.	
	If present:	Exact length = 2	006	Err			
		Must be valid LEA in CACTUS	AC.803	Err	Must be valid LEA in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	No record in REF_SCHOOL_LEA where ACTIVE_FLAG = 'Y' and LEA_NUMBER = Where Taught District

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Where Taught School	Must be present if Where Taught District is present	AC.804	Err	Required if Where Taught District present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when Where Taught District is present.	
	If present:	Exact length = 3	006	Err			
		Must be valid active record in CACTUS; must not be designated as 'closed' with a closure date prior to June 30 of current school year (SchoolYearEnd property)	AC.805	Err	Must be active valid school in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS	If closed June 30 or later of current school year, closure relates to next year, school is still active for current year. No record in REF_SCHOOL_LEA where SCHOOL_NUMBER = Where Taught School and (CLOSED_FLAG = 0 or DATE_CLOSED >= SchoolYearEnd property).
AC	Teacher 1 ID	Must be present unless CoreCode = '22040000001'	AC.820	Err	Err	Invalid because [ColumnName] is blank but is required. The only exception is if the Core Code is the regular Pre-K code of '22-04-00-00-001'.	
		Max length = 6	005	Err	Err		
		Must be valid Id in CACTUS	AC.806	Err	Err	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	No record in REF_STAFF_ID where PERSON_ID = Teacher 1 Id.
	CourseEnvironment	The generic CACTUS teacher ID (10) is only allowed at schools 990 and 995 or can be used by students in OP courses.	AC.824	Err	Err	10 for [Teacher1] is invalid for use except for courses marked SOEP	
AC	CIP Code Number	Blank OK					Indicates CTE course
	If present:	Must be numeric	002	Err	Err		
		Exact length = 6	006	Err	Err		
AC	Semester Length	Must be present if CIP Code not blank	AC.807	Err	Required if CIP Code present - [ColumnName] on [TableName]		
	If present:	Must be one of: '1', '2', '3', '4', '5'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Title	Must be present	001	Err			
AC	Core Code	Must be present	001	Err			
		Exact length = 11	006	Err			
		Positions 1 & 2 cannot be '80'	AC.808	Err	Invalid value - [ColumnName] on [TableName]		
		Positions 9-11 cannot be '000'	AC.809	Err	Invalid value - [ColumnName] on [TableName]		
		Must be valid active record in CACTUS, with current school year included between effective date and retire date in CACTUS	AC.810	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_COURSE_CODE where CORE_CODE = Core Code and ACTIVE_FLAG = 'Y'. ACTIVE_FLAG set from USOE active_inactive flag.	
		Must have 'S' or 'B' in the 'valid_for' column in CACTUS	AC.811	Err	Invalid for students - [ColumnName] on [TableName]	No record in REF_COURSE_CODE where CORE_CODE = Core Code and VALID_FOR in ('S', 'B') May include only 'S' and 'B' records in REF table; if so test is redundant.	
AC	Teacher 2 ID	Blank OK					
	If present:	Max length = 6	005	Err			
		Must be different than Teacher 1 ID	AC.812	Err	Duplicate ID - [ColumnName] on [TableName]		
		Must be valid ID in CACTUS	AC.813	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 2 ID.	
AC	Teacher 3 ID	Blank OK					
	If present:	Max length = 6	005	Err			
		Teacher 2 ID must not be blank	052	Err			
		Must be different than Teacher 1 ID and/or Teacher 2 ID	AC.815	Err	Duplicate ID - [ColumnName] on [TableName]		
		Must be valid Id in CACTUS	AC.816	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 3 ID.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	College Granting CR	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.817	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.	
	If present:	Must be one of: '49', '50', '52', '53', '54', '56', '57', '58', '59'	009	Err			
AC	Where Taught Campus	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.818	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.	
	If present:	Must be one of: 'C', 'H'	009	Err			
AC	Instruct Setting	Must be present if Core Code is not an elementary core code (columns grade_low and grade_high are not 00-06; alternative: core code starts with '22')	AC.819	Err	Must be present for non-elementary courses - [ColumnName] on [TableName]	In manifest, if blank and Core Code is elementary, force to 'FF'. Elementary if cast(GRADE_LOW as int) <= 6 or cast(GRADE_HIGH as int) <= 6 in REF_COURSE_CODE where CORE_CODE = Core Code AND ACTIVE_FLAG = 'Y' Alternative (in use): Elementary if substring(CoreCode, 1,2) = '22'	
	If present:	Must be one of: 'BC', 'CC', 'EC', 'AV', 'ON', 'IS', 'FF'	009	Err			
AC	Instruct Hrs Sched	Blank OK				Obsolete record, no validations	
AC	Term	Must be present	001	Err			
AC	Cycle	Must be present	001	Err			
AC	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
AC	Multi-field: CourseSection, Period (2), LeaNumber (3)…	Course & Section + Period + Lea Number + School Number + Where Taught District + Where Taught School must be unique	AC.822	Err	Must be unique - [ColumnName], [ColumnName2], [ColumnName3], [ColumnName4], [ColumnName5], [ColumnName6] - [TableName]	Also: SchoolNumber (4), WhereTaughtDistrict (5), WhereTaughtSchool (6)	
AC	CourseSection, Period (2), LeaNumber (3)	AC record must have at least one corresponding AM record.	AC.823	Err	Must have at least one enrollment - [TableName]		

Course Membership Record (AM)

Record type 'AM=' (Required) 'AM' transactions are used to define a student's schedule. For every 'AM' transaction, there must be matching 'AC' (Course Master) record included in your upload file. For students whose Grade Level is 00, 01, 02, 04, or 05, there can be only one 'AM' record for any given period of time (determined using Entry and Exit dates).

Note 1: If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the 'home room' teacher or 'teacher of record' in the Teacher 1 ID field and, optionally, identify up to two more teachers in the Teacher 2 ID and Teacher 3 ID fields in the 'AC' record.

Note 2: At year-end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have at least 1 'AM' record with a value greater than zero in field Aggregate Membership. The only exceptions to this are Pre-K students and students enrolled in the LEA but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1' record with more than 10 days school membership or an 'S2' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:

- There are NO 'AM' record(s), -OR-
- There is at least 1 'AM' record but the total aggregate membership (the sum of field Aggregate Mem for all 'AM' records) is zero.

Note 3: Block Classes – you may submit an 'AM' record for each student in each reported period of a block class. See Course Master record notes.

- CTE Classes: All of the individual 'AM' records will be retained.
- Non-CTE Classes: Only the first 'AM' record that matches the retained 'AC' record (the one with the lowest Period number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hours) found in the retained 'AM' record apply to the entire class.

  For example, an 'AM' record for a student that is associated with a Non-CTE 'AC' record is read with Course & Section of '12345678' and Period '01'. The same student's next 'AM' record is also Course & Section '12345678', but with Period '02'. This, by definition (see notes for the Course Master record), is a block class, so the second and all subsequent 'AM' records with the same Course & Section are ignored. Only the first 'AM' record will be retained for further processing because it match the retained 'AC' record.

Field	Length	Valid Values	Short Description
RECORD-ID	03	AM=	Record ID
STUDENT NUMBER	10	Alpha	Student number
COURSE NUMBER	12	Alpha	Course and section number
PERIOD	02	Numeric 2.0 - Output as string	Period taught
COURSE ENTRY DATE	080	Numeric 8.0: YYYYMMDD	Course Entry Date
COURSE EXIT DATE	08	Numeric 8.0: YYYYMMDD	Course Exit Date
CREDITS ATTEMPTED	04	Numeric 1.3	Number of HS credits attempted
GRADE EARNED	05	PASS, P, FAIL, F, NOGRD, N, NG, or Numeric 1.4: 0.0000 - 4.0000 (00000 to 40000 in flat file)	The grade earned for the course
ACTUAL MEMBERSHIP	03	Numeric 3.0	Actual membership (CTE)
CONCURR ENROLLED	01	Y, N	Student attempting college credit indicator
CREDITS EARNED	04	Numeric 1.3	Number of HS credits earned
LEA NUMBER	02	Alpha	LEA number
SCHOOL NUMBER	03	Numeric 3.0 - Output as string	School number

Course Membership Record (AM): Detailed Field Descriptions

Record-ID:	**(Required)** The first three characters of a student membership record must always contain the record identifier 'AM='.
Student Number:	**(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. **Note:** For the UTREx to store Course data, a student 'S1' record for each student having courses must also be present in the update. You must include the same student identification number on this course update record as you did on the 'S1' record. This number will be used as a key to find the student data so this course data can be attached.
Course Number:	**(Required)** This is an eight digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.
Period:	**(Required)** This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included. **Note:** The membership record's Course Number and Period fields will be combined to locate a matching AC record (using the Course & Section and Period field of the AC record).
Course Entry Date:	**(Required)** This is the date the student first began instruction in the course. The format is YYYYMMDD.
Course Exit Date:	**(Required)** This is the date *following* the last day of instruction in the course. The format is the last day of instruction in the course. The format is the last day of instruction in the course. The format is the last day of instruction in the course. The format is YYYYMMDD. If present, it must be within the current school year July 1 - June 30). Cannot be blank at year-end.
Credit Attempted:	**(Required for grades 9-12)** The amount of credit attempted for the period of time the 'AM=' record represents. A decimal is implied between the first and second character. Must be complete and all numeric, '0000' is okay.

Course Membership Record (AM): Detailed Field Descriptions

Grade Earned: **(Optional)** The grade the student earned for the period of time the 'AM=' record represents. A decimal is implied between the first and second character for a numeric grade.

Value	Meaning
'0000' to '4000'	Actual grade
'Pass' or 'P'	Pass (for Pass/Fail type grade only)
'Fail' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

If submitted, must be complete for numeric grade values (leading and/or trailing zeroes); 'pass/fail' grades and 'no grade' must be as above. Blank is allowed, but will be fully edited if not blank.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a 'Pass/Fail' basis. Thus, for a student who received an 'F' in a 'letter grade' course, the grade should be submitted as '0000' to ensure that it is included in summary calculations.

Actual Membership: **(Optional)** Actual course membership for CTE Courses only. This field should reflect the actual days of membership, not 180 day equivalent. Cannot be blank if the associated course master record ('AC') contains a CIP Code. If present, it must be complete (all numeric).

Concurr Enrolled: **(Optional)** Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

Value	Meaning
Y	Taking for college credit and high school credit
N	Taking for just high school credit
Blank	Class is not a concurrent enrollment class

If the AC record this AM references has '13' in positions 7 and 8 of the Core Code, this may be used, but can be left blank.

Credits Earned: **(Required for grades 9-12)** The amount of credit earned for the period of time the 'AM' record represents. A decimal is implied between the first and second characters. Must be complete and all numeric, '0000' is okay. Cannot exceed Credit Attempted.

Course Membership Record (AM): Detailed Field Descriptions

LEA Number: **(Required all updates)** The actual LEA (school) number. This will be validated using the CACTUS database.

School Number: **(Required all updates)** The actual school number. This will be validated against the school in the CACTUS database.

Course Membership Record (AM): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Course Membership	Identifying Fields				Student Number, School Number, Course Number, Period	
AM	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
AM	Course Number	Must be present	001	Err			
		Max length = 12	005	Err			
		Must be at least 2 characters	AM.902	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
AM	Period	Must be present	001	Err			
		Must be numeric	002	Err			Unused, removed to allow Kindergarten 'AM' & 'PM'
		Exact length = 2	006	Err			
AM	Aggregate Memb	Blank OK					Obsolete record, no validations
AM	Course Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Must be on or after earliest S1 Entry Date for student in corresponding school	AM.903	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
		Must be before latest S1 Exit Date (if not open record) for student in corresponding school	AM.904	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is on or after the latest 'S1' Exit Date for the student in the corresponding school.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Course Exit Date	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	AM.905	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	Course Exit Date, Course Entry Date (2)	Cannot be before Course Entry Date	AM.906	Err	Prior to Entry Date - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to [ColumnName2], [ColumnData2]	
		Must be in current school year (July 1 through the day after the Last Day of School in the 'SC' record)	AM.907	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	
		If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	AM.913	Err	Invalid [ColumnName] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('AM' record active) and the School Exit Date is not blank ('S1' record closed).	Allow Course Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
AM	Days Attended	Blank OK					Obsolete record, no validations
AM	Credits Attempted	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.908	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12' at year end.	
	If present:	Must be numeric	002	Err			
AM	Grade Earned	Blank OK					
	If present:	If present, must be numeric between '0.0000' and '4.0000' or must be one of: 'P', 'F', 'N', 'NG'	AM.909	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between '0.0000' and '4.0000', or must be one of: 'P', 'F', 'N', 'NG'.	Manifest trims 'PASS', 'FAIL', 'NOGRD' to 'P', 'F', 'N' respectively
AM	Actual Membership	Must be present if corresponding AC record is vocational (CIP Code not blank)	AM.910	Err	Required for vocational courses - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required if corresponding 'AC' record is vocational (CIP Code not blank).	
	If present:	Must be numeric	002	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Concurr Enrolled	Blank OK					
	If present:	Must be one of: 'Y', 'N'	009	Err			
AM	Instruct Hrs Memshp	Blank OK					Obsolete record, no validations
AM	Instruct Hrs Attend	Blank OK					Obsolete record, no validations
AM	Credits Earned	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.911	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12' at year end.	
	If present:	Must be numeric	002	Err			
	Credits Earned, Credits Attempted (2)	Can't be greater than Credits Attempted	AM.912	Err	Credits Earned > Credits Attempted - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	
AM	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
AM	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
AM	Multi-field (Course Number)	Course Number + Period + Lea Number + School Number must match with Course & Section + Period + LEA NUMBER + School Number in AC record	AM.915	Err	No matching 'AC' Record - [TableName]	Invalid because there is no 'AC' record that matches this 'AM' record on Course Number [ColumnData], Period, LEA Number, and School Number.	
		Matching 'AC' record (in AM.915) must be valid - use Course Record ID	Dep	Err		Course Record Id is internally-generated identifier similar to multi-field set used in AM.915	
AM	Multi-field (Course Number)	Multiple records for same student and same course cannot have overlapping course entry and exit dates	AM.916	Err	Student has overlapping 'AM' Records	'AM' Records with [ColumnName] = [ColumnData] for this student are invalid because there are multiple records with overlapping dates.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Multi-field (Course Number)	Elementary schools using multiple corecodes for grades 3-6; must have a minimum of 5 corecodes	AM.917	Err	Invalid because the student is in grade level '00' - '02' and has more than one 'AM' record during a given time period, or student is in grades '03' - '06' and has a home room class but some of the required core classes are missing.	Multiple 'AM' records for elementary student - [TableName]	
AM	Multi-field (Course Number)	When student's grade level is 9 or greater they cannot be enrolled in a course whose 11-digit Core Code starts with 22 (elementary course)	AM.918	Err	High School Student in Elementary course - [TableName]	[ColumnData] for [ColumnName] is invalid because it is an elementary course (Core Code starts with '22') and the student is in grade '09' or greater.	

Incident Record (I1)

Record Type 'I1=' All disciplinary data for the school during the year must be submitted to UTREx via Incident (I1) and Incident Association (I2) records. Described here is the Incident (I1) record. For 2013-14 the LEA is encouraged to enter incidents daily. An 'I1' record must be submitted for each independent incident involving disciplinary action with an 'I2' record submitted for each student under which it's submitted. Every incident that generates a suspension or expulsion, including in school suspension, should be entered.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	03				I1=	Record ID
INCIDENT ID	10	DisciplineIncident/ IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
GANG RELATED	01	DisciplineIncident/ RelatedToList/RelatedTo	0	DisciplineIncident	Y, N, U	Incident gang related?
INCIDENT DATE	08	DisciplineIncident/IncidentDate	0	DisciplineIncident	Numeric 8.0: YYYYMMDD	Incident date
INCIDENT DESCRIPTION	250	DisciplineIncident/ IncidentDescription	0	DisciplineIncident		Incident description
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0	School number

Incident Record (I1): Detailed Field Descriptions

Record-ID: **(Required)** The first three characters of an Incident record must always contain the record identifier 'I1'.

Incident ID: **(Required)** Numeric value from 1 to 999999999 inclusive (0 [zero] is invalid) and each incident record does not need to be a unique value within the LEA nor does it necessarily need to be consecutive. This value will be used to match up with the student incident Association records ('I2') submitted for the school.

Gang Related: **(Required)** Indicate if incident is gang related.

Code	Meaning
Y	Yes, gang related
N	No, not gang related
U	Unknown

Incident Date: **(Required)** This is the date the incident occurred. The format is YYYYMMDD.

Incident Description: **(Required)** This is a description of the incident.

LEA Number: **(Required all updates)** The LEA (school) number. This will be validated using the CACTUS database.

School Number: (Required all updates) The School number. This will be validated using the CACTUS database.

Incident Record (I1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I1	Incident	Identifying Fields				School Number, Incident Id	
I1	Incident Id	Must be present	001	Err			
		Must be numeric	002	Err			
		Must be unique within LEA	004	Err			Changed from within school to within LEA - UTREx May 4
		Max Length = 10	005	Err			
		Must have at least one matching 'I2' record	I1.1001		No matching 'I2' records - [TableName]	Record is invalid because there are no matching 'I2' records for [ColumnName] = [ColumnData].	Check only if not null (std practice).
I1	Gang Related	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I1	Incident Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
I1	Incident Description	Must be present	001	Err			
		Max Length = 250	005	Err			
I1	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
I1	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Incident Association Record (I2)

Record Type 'I2=' All disciplinary data for the school throughout the year must be submitted to UTREx via Incident ('I1') and Incident ('I2') records. For 2013-14 the LEA is encouraged to enter incidents daily. Described here is the Incident Association ('I2') record. At least one 'I2' record must be submitted for each 'I1' and each 'I2' record represents a different student involved in the incident. Every incident that generates a suspension or expulsion, including in school suspension, should be entered. Review discipline data for accuracy after the discipline period has ended since the number of days suspended/expelled that the student actually spent out of the classroom often changes.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	03				I2=	Record ID
INCIDENT ID	10	DisciplineIncident/IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
STUDENT NUMBER	10	StudentPersonal/LocalId where StudentPersonalRefId = DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ StudentPersonalRefId	1	StudentPersonal	Alpha	Student number
CAUSED INCIDENT	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ CausedIncident	1	DisciplineIncident	Y, N	Did student cause the incident?
INJURED	01	DisciplineIncident/OffenderList/Offender/Injury or DisciplineIncident/VictimList/Victim/Injury	0	DisciplineIncident	Y, N	Was student injured
GANG PREV PROG	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ GangPrevProg	1	DisciplineIncident	Y, N, U	In a gang prevention program?
DISCIPLINE METHOD	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code	0	DisciplineIncident	S, E	Suspended or Expelled
NUMBER OF DAYS	04	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Duration	0	DisciplineIncident	Decimal 000.0 – 180.0	How many days?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
IN SCHOOL	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code	0	DisciplineIncident	Y, N	In school or out of school?
SERVICES OFFERED	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code	0	DisciplineIncident	Y, N	Services offered to student?
REFERRED TO POLICE	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/PoliceNotification	0	DisciplineIncident	Y, N	Incident referred to police?
REFERRED TO COURT	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code	0	DisciplineIncident	Y, N	Incident referred to court?
REFERRED TO PROGRAM	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ ReferredToProgram	1	DisciplineIncident	Y, N	Incident referred to a program?
ALTERNATIVE PLACEMENT	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code or DisciplineIncident/OffenderList/Offender/ ActionList/Action/AlternativeEducation	0	DisciplineIncident	Y, N	Alternative placement?
HEARING OFFICER REMOVAL	01	DisciplineIncident/OffenderList/Offender/ ActionList/Action/Code	0	DisciplineIncident	Y, N	Removal by hearing officer?
PI INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ InfractionType and IncidentInvolvementList/IncidentInvolvement/ InvolvementType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 (see lookup values sheet)	Primary infraction type
PI WEAPON	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Primary weapon
PI ROLE	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Primary role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI1 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 (see lookup values sheet)	Secondary 1 infraction type
SI1 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 1 weapon
SI1 ROLE	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 1 role
SI2 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 (see lookup values sheet)	Secondary 2 infraction type
SI2 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 2 weapon
SI2 ROLE	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 2 role
SI3 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 (see lookup values sheet)	Secondary 3 infraction type

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI3 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 3 weapon
SI3 ROLE	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 3 role
SI4 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 (see lookup values sheet)	Secondary 4 infraction type
SI4 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/ WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 4 Weapon
SI4 ROLE	01	DisciplineIncident/SIF_ExtendedElements/ SIF_ExtendedElement[@Name='UTExtensions']/ DisciplineIncidentExtensions/ StudentParticipantList/StudentParticipant/ IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 4 role
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
SERIOUS BODILY INJURY	01				Y, N	Caused serious bodily injury?

Incident Association Record (I2): Detailed Field Descriptions

Record-ID: **(Required)** The first three characters of an Incident Association record must always contain the record identifier 'I2='.

Incident ID: **(Required)** Numeric value from 1 to 9999999999 inclusive (0 [zero] is invalid) and each incident association record must have a matching 'I1' record preceding it (matching data element Incident ID in both records).

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: The student number here must match a student number submitted via an 'S1' record for the school.

Caused Incident: **(Required)** Indicate if this student was determined to have caused the incident.

Code	Meaning
Y	Yes
N	No

Injured: **(Required)** Indicate if this student was injured in the incident.

Code	Meaning
Y	Yes
N	No

Gang Prev Prog: **(Required)** Indicate if this student was part of a gang prevention program at the time of the incident.

Code	Meaning
Y	Yes
N	No
U	Unknown

Incident Association Record (I2): Detailed Field Descriptions

Discipline Method: **(Optional)** Indicate if this student was suspended or expelled.

Code	Meaning
S	Suspended
E	Expelled
Blank	Other or no discipline

Number of Days: The number of days the Discipline Method was in effect. Decimal value from 000.0 to 180.0 inclusive (0000 is valid only if Discipline Method is blank, conversely, if this field is non-zero, the Discipline Method must not be blank). This field may be reported in one-tenth increments (.1).

In School: **(Required)** Indicate if the Discipline Method was in school or out of school.

Code	Meaning
Y	In school
N	Out of school

Use 'N' here if there was no discipline.

Services Offered: **(Required)** Indicate if services were offered to the student.

Code	Meaning
Y	Yes
N	No

Referred to Police: **(Required)** Indicate if incident was referred to police.

Code	Meaning
Y	Yes
N	No

Incident Association Record (I2): Detailed Field Descriptions

Referred to Court: **(Required)** Indicate if the incident was referred to court.

Code	Meaning
Y	Yes
N	No

Referred to Program: **(Required)** Indicate if the student was referred to a program.

Code	Meaning
Y	Yes
N	No

Alternative Placement: **(Required)** Indicate if alternative placement was provided/administered to the student for this incident.

Code	Meaning
Y	Yes
N	No

Hearing Officer Removal: **(Required)** Indicate if removal of the student was done by a hearing officer. Using 'Y' only applies to students with a SCRAM record and an error will be flagged if 'Y' here and there was no SCRAM record for the student.

Code	Meaning
Y	Yes
N	No

Incident Association Record (I2): Detailed Field Descriptions

PI Infraction Type: **(Required)** The primary infraction type (or incident type) of the student in this incident. Required for every student (blank is not an option). Must be complete (leading zero if necessary). If "Weapon" is used as the incident_type, then something other than "None" must be used in the PI Weapon field.

Code	Meaning
01	Physical Assault
02	Sexual Assault
03	Homicide
04	Fighting (mutual altercation)
05	Harassment, non-sexual (physical, verbal, psychological)
06	Harassment, sexual (unwelcomed sexual assault)
07	Terroristic Threat
08	Threat/Intimidation (causing fear or harm)
09	Robbery
10	Alcohol
11	Tobacco
12	Marijuana
13	Controlled substance
14	Uncontrolled substance
15	Distribution

Code	Meaning
~~16~~	~~Handgun~~
~~17~~	~~Rifle~~
~~18~~	~~Shotgun~~
~~19~~	~~Other explosive device~~
~~20~~	~~Knife or other sharp object~~
~~21~~	~~Other object used as a weapon~~
~~22~~	~~Substance used as a weapon~~
~~23~~	~~Look Alike~~
24	Bullying (as per LEA policy)
25	Disruption
26	Truancy
27	Other
28	Arson
29	Weapon

Note: Starting in SY 2012, 16-23 are no longer available as an incident type.

Incident Association Record (I2): Detailed Field Descriptions

PI Weapon: **(Required)** Primary weapon used in the incident.

Code	Meaning
1	Handgun
2	Rifle
3	Shotgun
4	Other explosive device
5	Knife or other sharp object
6	Other object used as a weapon
7	Substance used as a weapon
8	Look alike
9	None

PI Role: **(Required)** The primary role of the student in this incident. Required for every student (blank is not an option).

Code	Meaning
O	Offender
V	Victim
B	Both

SI1 Infraction Type: **(Optional)** Indicate a secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. See PI Infraction Type above for valid values.

SI Weapon: **(Optional)** Indicate a secondary weapon used in the incident. Blank is a valid option unless SI1 Infraction Type is present. See PI Weapon above for valid values.

SI1 Role: **(Optional)** Indicate a secondary role of the student in this incident. Cannot be present is SI1 Infraction or SI1 Weapon are blank. Must be present if SI1 Infraction and SI1 Weapon are not blank. See PI Role above for valid values.

Incident Association Record (I2): Detailed Field Descriptions

SI2 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI1 Infraction Type is blank. See PI Infraction Type above for valid values.

SI2 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI2 Infraction Type is present. See PI Weapon above for valid values.

SI2 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if DI2 Infraction Type or SI2 Weapon is blank. Must be present if SI2 Infraction Type and SI2 Weapon are not blank. See PI Role above for valid values.

SI3 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present in SI2 Infraction Type is blank. See PI Infraction Type above for valid values.

SI3 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI3 Infraction Type is present. See PI Weapon above for valid values.

SI3 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI3 Infraction Type or DI3 Weapon is blank. Must be present if SI3 Infraction Type and SI3 Weapon are not blank. See PI Role above for valid values.

SI4 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI3 Infraction Type is blank. See PI Infraction Type above for valid values.

SI4 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI4 Infraction Type is present. See PI Weapon above for valid values.

SI4 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI4 Infraction and SI4 Weapon are blank. Must be present if SI4 Infraction Type and SI4 Weapon are not blank. See PI Role above for valid values.

LEA Number: **(Required all updates)** The actual LEA (school) number. This will be validated using the CACTUS database.

Incident Association Record (I2): Detailed Field Descriptions

School Number: **(Required all updates)** The actual school number. This will be validated against the schools in the CACTUS database.

Serious Bodily Injury: **(Required)** Indicate whether student caused serious bodily injury. Serious Bodily Injury is defined in (18 USC Section 1365(h)(3)) thus: "A serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty."

Code	Meaning
Y	Yes
N	No

Incident Association Record (I2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Incident Association	Identifying Fields				Student Number, School Number, Incident ID	
I2	Incident ID	Must be present	001	Err			
		Must match Incident ID in 'I1' records	I2.1101	Err	[ColumnName] mismatch - [TableName]	The value [ColumnData] for [ColumnName] is invalid because it does not match any Incident ID in the Incident (‘I1’) Record with the same School Number.	Must also match on School Number
		Matching ‘I1’ record must be valid	Dep	Err			
I2	Student Number	Must be present	001	Err			
		Must match student number in ‘S1’ record with corresponding School Number	042	Err			
		Matching ‘SL’ record (on Student Number) must be valid	Dep	Err			
I2	Caused Incident	Must be present	001	Err			
		Must be one of: ‘Y’, ‘N’	009	Err			
I2	Injured	Must be present	001	Err			
		Must be one of: ‘Y’, ‘N’	009	Err			
I2	Gang Prevention Program	Must be present	001	Err			
		Must be one of: ‘Y’, ‘N’, ‘U’	009	Err			
I2	Discipline Method	Blank OK					
	If present:	Must be one of: ‘S’, ‘E’	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Number of Days, Discipline Method (2)	Cannot be blank or zero if Discipline Method is present	I2.1103	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank or zero and [ColumnName2] = [ColumnData2]. [ColumnName] must be present and greater than zero if [ColumnName2] is not blank.	
	If present:	Must be numeric and <= 180	012	Err			
		Must be in increments of .1	I2.1105	Err	Must be in increments of .1 - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because only single decimal increments are allowed.	
I2	In School	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Services Offered	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Police	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Court	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Program	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Alternate Placement	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Hearing Officer Removal	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Primary Infraction Type	Must be present	001	Err			
		Must be one of: '01' – '27'	009	Err			
I2	Primary Weapon	Must be present	001	Err			
		Must be one of: '01' – '09'	009	Err			
I2	Primary Role	Must be present	001	Err			
		Must be one of: 'O', 'V', 'B'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Secondary 1 Infraction Type	Blank OK					
	If present:	Must be one of: '01' – '27'	009	Err			
I2	Secondary 1 Weapon	Must be present if Secondary 1 Infraction Type is present	051	Err			Col 2 = Secondary 1 Infraction Type
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			Col 2 = Secondary 1 Infraction Type
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 1 Role	Must be present if Secondary 1 Infraction Type is present	051	Err			Col 2 = Secondary 1 Infraction Type
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			Col 2 = Secondary 1 Infraction Type
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 2 Infraction Type	Must be blank if Secondary 1 Infraction Type is blank	052	Err			Col 2 = Secondary 1 Infraction Type
	If present:	Must be one of: '01' – '27'	009	Err			
I2	Secondary 2 Weapon	Must be present if Secondary 2 Infraction Type is present	051	Err			Col 2 = Secondary 2 Infraction Type
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			Col 2 = Secondary 2 Infraction Type
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 2 Role	Must be present if Secondary 2 Infraction Type is present	051	Err			Col 2 = Secondary 2 Infraction Type
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			Col 2 = Secondary 2 Infraction Type
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 3 Infraction Type	Must be blank if Secondary 2 Infraction Type is blank	052	Err			Col 2 = Secondary 2 Infraction Type
	If present:	Must be one of: '01' – '27'	009	Err			
I2	Secondary 3 Weapon	Must be present if Secondary 3 Infraction Type is present	051	Err			Col 2 = Secondary 3 Infraction Type
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			Col 2 = Secondary 3 Infraction Type
	If present:	Must be one of: '01' – '09'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Secondary 3 Role	Must be present if Secondary 3 Infraction Type is present	051	Err			Col 2 = Secondary 3 Infraction Type
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			Col 2 = Secondary 3 Infraction Type
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 4 Infraction Type	Must be blank if Secondary 3 Infraction Type is blank	052	Err			Col 2 = Secondary 3 Infraction Type
	If present:	Must be one of: '01' – '27'	009	Err			
I2	Secondary 4 Weapon	Must be present if Secondary 4 Infraction Type is present	051	Err			Col 2 = Secondary 4 Infraction Type
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			Col 2 = Secondary 4 Infraction Type
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 4 Role	Must be present if Secondary 4 Infraction Type is present	051	Err			Col 2 = Secondary 4 Infraction Type
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			Col 2 = Secondary 4 Infraction Type
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I1	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
I1	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Student Transcript Record (ST)

Record Type "ST=" (Required for all 9 – 12 grade students) Collected using **UTREx and eTranscript** manifest.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission. Because UTREx with Transcript manifest collects all UTREx data, a collection with this manifest suffices for the daily submission requirement.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	3				ST=	Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
PARENT/GUARDIAN FIRST NAME	16	StudentDemographicRecord/ StudentContactSummary/ ParentGuardian1/Name [@Type='04']/FirstName	0	StudentDemographicRecord	No validation	First Name
PARENT/GUARDIAN LAST NAME	20	StudentDemographicRecord/ StudentContactSummary/ ParentGuardian1/Name [@Type='04']/LastName	0	StudentDemographicRecord	No validation	Last Name
STUDENT ENTRY DATE	8	StudentAcademicRecord/ EnrollmentHistory/ StudentSchoolEnrollmentData/ EntryDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD	Date Student Entered High School
STUDENT EXIT DATE	8	StudentPersonal/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentPersonalExtensions/ HighSchoolExitDate	1	StudentPersonal	Numeric 8.0: YYYYMMDD	Date student exited School
GRADUATION DATE	6	StudentAcademicRecord/ AcademicPerformanceSummary/ GraduationDate	0	StudentAcademicRecord	Numeric 6.0: YYYYMM - output as string	Graduation date if graduated

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
EXPECTED GRADUATION DATE	6	StudentAcademicRecord/ AcademicPerformanceSummary/ ProjectedGraduationDate	0	StudentAcademicRecord	Numeric 6.0: YYYYMM - output as string	Projected graduation date
DIPLOMA TYPE	30	StudentAcademicRecod/ AcademicPerformanceSummary/ GraduationDiplomaType	0	StudentAcademicRecod	Alpha	Basic, GED, Adult, or Certificate of Completion
CUMULATIVE CREDITS	6	StudentAcademicRecord/ AcademicPerformanceSummary/ TotalCreditsEarned	0	StudentAcademicRecord	Numeric 3.3	Total Credits Earned
CUMULATIVE UN-WEIGHTED GPA	4	StudentAcademicRecord/ AcademicPerformanceSummary/ CumulativeGPA	0	StudentAcademicRecord	Numeric 1.3 NULL Allowed	The average of all class grades based on a 4.0 scale, regardless of class level.
CUMULATIVE WEIGHTED GPA	4	StudentAcademicRecord/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentAcademicRecordExtensions/WeightedGPA	1	StudentAcademicRecord	Numeric 1.3	The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0
CUMULATIVE GPA CREDITS	6	StudentAcademicRecord/ AcademicPerformanceSummary/ CumulativeGPACreditsEarned	0	StudentAcademicRecord	Numeric 3.3	The number of credits or credit hours used to calculate the GPA that the student has earned to the present time.
TOTAL CREDITS ATTEMPTED	6	StudentAcademicRecord/ AcademicPerformanceSummary/ TotalCreditsAttempted	0	StudentAcademicRecord	Numeric 3.3	Total credits attempted by the student
CLASS RANK	4	StudentAcademicRecord/ AcademicPerformanceSummary/ ClassRank	0	StudentAcademicRecord	Numeric 4.0	The rank order number of the student compared to other students in the grade level based on GPA.
COHORT SIZE	4	StudentAcademicRecord/ AcademicPerformanceSummary/ ClassTotalNumber	0	StudentAcademicRecord	Numeric 4.0	The total number of students in the grade level to compare students against.
PERCENTILE RANK	4	StudentAcademicRecord/ SIF_ExtendedElements/ SIF_ExtendedElement [@Name='UTExtensions']/ StudentAcademicRecordExtensions/PercentileRank	1	StudentAcademicRecord	Numeric 2.2	The student's percentile based upon student class rank and the number of students.
GRADE 9 CREDITS EARNED	5	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 9th Grade

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
GRADE 9 GPA	4	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	9th Grade GPA
GRADE 10 CREDITS EARNED	5	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 10th Grade
GRADE 10 GPA	4	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	10th Grade GPA
GRADE 11 CREDITS EARNED	5	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 11th Grade
GRADE 11 GPA	4	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	11TH Grade GPA
GRADE 12 CREDITS EARNED	5	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 12th Grade
GRADE 12 GPA	4	StudentAcademicRecord/ AcademicPerformanceHistory/ TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	12th Grade GPA
STUDENT ADDRESS LINE 1	40	StudentPersonal/AddressList/ Address[@Type='0765']/Street/ Line1	0	StudentPersonal	Alpha-Numeric	Student Address
STUDENT ADDRESS LINE 2	40	StudentPersonal/AddressList/ Address[@Type='0765']/Street/ Line2	0	StudentPersonal	Alpha-Numeric	Student Address (Line 2)
STUDENT ADDRESS CITY	24	StudentPersonal/AddressList/ Address[@Type='0765']/City	0	StudentPersonal	Alpha	Student City
STUDENT ADDRESS STATE CODE	4	StudentPersonal/AddressList/ Address[@Type='0765']/ StateProvince	0	StudentPersonal	Alpha	Student State
STUDENT ADDRESS COUNTRY	2	StudentPersonal/AddressList/ Address[@Type='0765']/Country	0	StudentPersonal	Alpha	Student Country
LEA NAME	32	LEAInfo/LEAName	0	LEAInfo	Alpha	LEA Name
SCHOOL NAME	32	SchoolInfo/SchoolName	0	SchoolInfo	Alpha	School Name

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL ADDRESS	32	SchoolInfo/AddressList/Address [@Type='0765]/Street/Line1	0	SchoolInfo	Alpha	School Address
SCHOOL CITY	24	SchoolInfo/AddressList/Address [@Type='0765]/City	0	SchoolInfo	Alpha	School City
SCHOOL STATE	2	SchoolInfo/AddressList/Address [@Type='0765]/StateProvince	0	SchoolInfo	Alpha	School State
SCHOOL ZIP	9	SchoolInfo/AddressList/Address [@Type='0765]/PostalCode	0	SchoolInfo	Numeric, 9.0	School Zip
SCHOOL PHONE	10	SchoolInfo/PhoneNumberList/ PhoneNumber[@Type='0096']/ Number	0	SchoolInfo	Numeric, 10.0	School Phone
SCHOOL ACCREDITATION	80				Alpha	Accreditation Rating
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	3				Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Student Transcript Record (ST): Detailed Field Descriptions

Record-ID:	**(Required all updates)** The first three characters of a student transcript. Must always contain the record identifier "ST=".
Student Number:	**(Required all updates)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school). **Note:** Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.
Parent/Guardian First Name:	**(Blank OK)** The first name of the student's parent or guardian.
Parent/Guardian Last Name:	**(Blank OK)** The last name of the student's parent or guardian.
Student Entry Date:	**(Blank OK)** Date the student entered high school. It must include the century. The format is entry date. It must include the century. The format is entry date. It must include the century. The format is YYYYMMDD.
Student Exit Date:	**(Required if exited from high school, blank OK)** The day **following** the last day of school membership. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is YYYYMMDD. If present, the date **must** be within the current school year (July 1 - June 30).
Graduation Date:	**(Blank OK, required if graduated)** The graduation date for the term in which graduation requirements have been met.
Expected Graduation Date:	**(Blank OK, required if NOT graduated)** The month, day, and year the student is expected to graduate.
Diploma Type:	**(Blank OK, required if graduated)** The type of diploma that the student has earned: Basic, GED, Adult, or Certificate of Completion.

Student Transcript Record (ST): Detailed Field Descriptions

Cumulative Credits: **(Required all updates)** The total number of credits or credit hours that the student has earned during their entire academic experience.

Cumulative Un-Weighted GPA: **(Required all updates)** The un-weighted GPA is the average of all class grades based on a 4.0 scale, peaking at 4.0.

Value	Meaning
'0000' to '4000'	Actual GPA
'NGPA'	No GPA – severely disabled Special Ed student OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal. It is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'.

Blank is an error at year end (grades 9-12). If present in October 1 and December 1 upload(s), or grades other than 9-12, it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Cumulative Weighted GPA: **(Optional, blank OK)** The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0. For example, one student enrolled in regular courses with three "B"s may have a 3.0 GPA while a student enrolled in advanced courses may have three "B"s and a GPA of 3.5.

Cumulative GPA Credits: **(Required all updates)** The number of credits or credit hours used to calculate the GPA that the student has earned to the point in time the transcript was generated.

Total Credits Attempted: **(Required all updates)** The amount of credit attempted for the period of time the record represents. A decimal is implied between the first and second character. Must be complete and all numeric. '0000' is okay.

Class Rank: **(Required all updates)** The rank among others of the same year based on a numeric grade point average.

Cohort Size: **(Required all updates)** The total number of students in the student's graduating class.

Student Transcript Record (ST): Detailed Field Descriptions

Percentile Rank: **(Optional, blank OK)** The percentile that the student is based upon the class rank and the class size.

Grade 9 Credits Earned: **(Required, blank OK)** The number of credits or credit hours the student earned during this session.

Grade 9 GPA: **(Optional, blank OK)** The grade point average the student earned during this session.

Grade 10 Credits Earned: **(Blank OK required if Grade Level > 9)** The number of credits or credit hours the student earned during this session.

Grade 10 GPA: **(Optional, blank OK)** The grade point average the student earned during this session.

Grade 11 Credits Earned: **(Blank OK required if Grade Level > 10)** The number of credits or credit hours the student earned during this session.

Grade 11 GPA: **(Optional, blank OK)** The grade point average the student earned during this session.

Grade 12 Credits Earned: **(Blank OK, required if Grade Level > 11)** The number of credits or credit hours the student earned during this session.

Grade 12 GPA: **(Optional, blank OK)** The grade point average the student earned during this session.

Student Address Line 1: **(Required all updates)** Student's address.

Student Address Line 2: **(Blank OK)** Student's address.

Student Address City: **(Required all updates)** Student's city.

Student Transcript Record (ST): Detailed Field Descriptions

Student Address State Code:	**(Required all updates)** Student's state code.
Student Address Country:	**(Blank OK, required if not US)** Student's country.
LEA Name:	**(Required all updates)** LEA's (school) name.
School Name:	**(Required all updates)** School's name.
School Address:	**(Required all updates)** School's address.
School City:	**(Required all updates)** School's city.
School State:	**(Required all updates)** School's state code.
School Zip:	**(Required all updates)** The complete nine digit zip code of the address at which the school resides. Must start with '84'.
School Phone:	**(Required all updates)** The school's complete ten digit phone number.
School Accreditation:	**(Required, blank OK)** The status/rating of schools accredited by Northwest Accreditation Commission.
LEA Number:	**(Required all updates)** The actual LEA number. This will be validated using the CACTUS database.
School Number:	**(Required all updates)** The actual school number. This will be validated against schools in the CACTUS.

Student Transcript Record (ST): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Transcript	Identifying Fields				Student Number, School Number	
ST	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
ST	Parent/Guardian First Name	Blank OK					
		Max length = 16	005	Err			
ST	Parent/Guardian Last Name	Blank OK					
	If present:		022	Err			
		Max length = 20	005	Err			
ST	Student Entry Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Can't be future date	030	Err			
ST	Student Exit Date	Required if student exited (i.e. if 'S1' High School Completion Status is not blank and no open 'S1' record exists)	ST.1601	Err	Required if student exited - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has exited high school. Required if 'S1' High School Completion Status is not blank and there are no open 'S1' records.	
		Must be blank if student not exited (i.e. if 'S1' High School Completion Status is blank and open 'S1' record exists)	ST.1602	Err	Must be blank if student not exited - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and the student has not exited high school. Must be blank if 'S1' High School Completion Status is blank and an open 'S1' record exists.	
	If present:	Must be valid date	003	Err			
		Can't be future date	030	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Graduation Date	Must be present if High School Completion Status = 'GR', 'G3', 'GM', 'GC', 'GG'	ST.1603	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'G3', 'GM', 'GC', 'GG').	
	If present:	Must be valid date	003	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
		Can't be future date	030	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
ST	Expected Graduation Date	Must be present if Graduation Date not present	ST.1604	Err	Required if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and Graduation Date is also blank.	
	If present:	Must be valid date	003	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
		Must be future date if Graduation Date not present	ST.1605	Err	Must be future if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and Graduation Date is blank, so [ColumnName] must be a future date.	
	Graduation Date, Expected Graduation Date (2)	Must be same as Graduation Date if Graduation Date is present	ST.1606	Err	Date mismatch - [ColumnName] on [TableName]	Invalid because [ColumnName] must equal [ColumnName2] if both are present, but [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2].	
ST	Diploma Type	Must be present if High School Completion Status = 'GR', 'G3', 'GM', 'GC', 'GG'	ST.1607	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'G3', 'GM', 'GC', 'GG').	
ST	Cumulative Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Cumulative Un-Weighted GPA	Must be present	001	Err			
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	ST.1608	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Cumulative Weighted GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
ST	Cumulative GPA Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Total Credits Attempted	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Class Rank	Must be present	001	Err			
		Must be numeric	002	Err			
	Class Rank, Cohort Size (2)	Must be between 1 and Cohort Size	ST.1609	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be between 1 and [ColumnData2] ([ColumnName2]).	
ST	Cohort Size	Must be present	001	Err			
		Must be numeric and greater than zero	012	Err			
ST	Percentile Rank	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 100	012	Err			
ST	Grade 9 Credits Earned	Must be present if grade level greater than 09	001w	Warn			
		Must be numeric >= 0	012	Err			
ST	Grade 9 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 10 Credits Earned	Must be present if grade level greater than 10	ST.1610w	Warn	Expected if grade > '09' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '09'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 10 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Grade 11 Credits Earned	Must be present if grade level greater than 11	ST.1611w	Warn	Expected if grade > '10' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '10'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 11 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 12 Credits Earned	Must be present if grade level is 12 and current date is after expected or actual graduation date	ST.1612w	Warn	Expected if grade > '11' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '11'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 12 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Student Address Line 1	Must be present	001	Err			
		Max length = 40	005	Err			
ST	Student Address Line 2	Blank OK					
	If present:	Max length = 40	005	Err			
ST	Student Address City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	Student Address State Code	Must be present	001	Err			
		Max length = 4	005	Err			
ST	Student Address Country	Blank OK					
	If present:	Max length = 2	005	Err			
ST	LEA Name	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School Name	Must be present	001	Err			
		Max length = 32	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	School Address	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	School State	Must be present	001	Err			
		Max length = 2	005	Err			
ST	School ZIP	Must be present	001	Err			
		Max length = 9	005	Err			
ST	School Phone	Must be present	001	Err			
		Exact length = 10	006	Err			
ST	School Accreditation	Max length = 80	005	Err			
ST	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
ST	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Assessments (TA)

Record Type "TA=" (Required for all 9 - 12 grade students) Collected using **UTREx and eTranscript** manifest.

Used for reporting LEA-based assessment scores for transcript records (ACT, SAT, AP). Reported for students in grades 9-12 by student's school of record. Populated from SRE data using UTREx with Transcript manifest. SAT and ACT data should be available. AP data will be provided if it is stored in the Assessments structure in the SIS.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	3				TA=	Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
TEST NAME	80	StudentAcademicRecord/ AssessmentPerformanceHistory/Assessment/Name	0	StudentAcademicRecord	Alphanumeric	Assessment Name
TEST DATE	10	StudentAcademicRecord/ AssessmentPerformanceHistory/Assessment/ AdministrationDate	0	StudentAcademicRecord	YYYY-MM-DD	Date
SUBTEST	80	StudentAcademicRecord/ AssessmentPerformanceHistory/Assessment/ SubTestCategory	0	StudentAcademicRecord	Alphanumeric	Subject Category
TEST SCORE	10	StudentAcademicRecord/ AssessmentPerformanceHistory/Assessment/ TestScore	0	StudentAcademicRecord	Alphanumeric	Test Score Reported
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	3	SchoolInfo/ StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Assessments (TA): Detailed Field Descriptions

Record-ID:	**(Required all updates)** The first three characters of a Transcript Assessment record must always contain the record identifier "TA=".
Student Number:	**(Required all updates)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school). **Note:** Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.
Test Name:	**(Required all updates)** Assessment name, e.g. 'American College Test', as recorded in the SIS. ACT, SAT, and AP test data only.
Test Date:	**(Required all updates)** Date the assessment was administered, year is required.
Subtest:	**(Blank OK)** The subtest or subject category of the assessment, e.g. 'English' or 'Composite'. Required for ACT and SAT.

Transcript Assessments (TA): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Field	Notes
TA	Transcript Assessments	Identifying Fields				Student Number, Course Title, Course Record Id, Grading Term	
TA	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			
TA	Test Name	Must be present	001	Err			
		Max length = 80	005	Err			
		Warning if Test Name doesn't include one of: 'ACT', 'SAT', 'AP'	TA.1501	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] must include one of: 'ACT', 'SAT', 'AP'.	Other identifying substrings may be added.
TA	Test Date	Must be present	001	Err			
		Must be valid date	003	Err			
TA	Subtest	Blank OK					
	If present:	Max length = 80	005	Err			
TA	Score	Must be present	001	Err			
		Max length = 10	005	Err			
TA	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
TA	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Courses (TC)

Record Type "TC=" (Required for all 9 – 12 grade students) Collected using **UTREx and eTranscript** manifest.

Transcript Courses are submitted by the student's school of record and are used to report course information for transcripts including current, historical, and transfer courses by submitting courses that were not taken at a Utah public school.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	3				TC=	Record ID
COURSE RECORD ID	12				Numeric 12.0	Course ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE NUMBER	12	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ SchoolCourseInfoData/ CourseCode	0	StudentAcademicRecord	Alphanumeric	Local course number if available.
COURSE TITLE	20	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ SchoolCourseInfoData/ CourseTitle	0	StudentAcademicRecord	Alphanumeric	Title of course, up to 20 characters.
CORE CODE	11	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ SchoolCourseInfoData/ StateCourseCode	0	StudentAcademicRecord	Numeric 11.0 - Output as string	State Core code for Utah public school courses.
CREDITS EARNED	4	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ MarkingPeriods/ MarkingPeriod/ CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
CREDITS ATTEMPTED	4	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ MarkingPeriods/ MarkingPeriod/ CourseCreditsAttempted	0	StudentAcademicRecord	Numeric 1.3	Credits attempted by the student
GRADE LEVEL	2	StudentAcademicRecord/ CourseHistory/Term/ Courses/Course/ MarkingPeriods/ MarkingPeriod/ GradeLevelWhenTaken	0	StudentAcademicRecord	State grade level codes	Student grade level when course taken
SCHOOL YEAR	4	StudentAcademicRecord/ CourseHistory/Term/ TermInfoData/SchoolYear	0	StudentAcademicRecord	Numeric 4.0 (YYYY)	Number Century and Year
COURSE SCHOOL NAME	32	StudentAcademicRecord/ SchoolAttendanceHistory/ SchoolAttended/ SchoolInfoData/ SchoolName	0	StudentAcademicRecord	Alphanumeric	School name where course was taken
COURSE SCHOOL CODE	5				Alphanumeric	School code/site number (district and state code) where course was taken
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	3	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Courses (TC): Detailed Field Descriptions

Record-ID:	**(Required all updates)** The first three characters of a Transcript course record must always contain the record identifier "TC=".
Course Record ID:	Internally generated ID for Transcript Grade reference.
Student Number:	(**Required all updates)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school). **Note:** Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.
Course Number:	**(Blank OK)** Local course number if available. Corresponds to first part of COURSE NUMBER in AM record. This is an eight digit numeric course and section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.
Course Title:	**(Required all updates)** Title of course, up to 20 characters. Use course title as found in SIS.
Core Code:	**(Required all updates)** This is the 11 digit Core Code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code – it's an error if the code is inactive.
Credits Earned:	**(Blank OK)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course.
Credits Attempted:	**(Blank OK)** Required for grades 9-12, otherwise optional. Credits attempted by the student (potential credits).

Transcript Courses (TC): Detailed Field Descriptions

Grade Level: **(Required all updates)** Student's current grade level.

Code	Grade Levels
09-12	For Grade 9-12

Note: During the actual database update process, an error will be flagged and the update stopped if a student's grade level is outside of the grade range for the school as defined in CACTUS, under which the student is submitted.

School Year: **(Required All Updates)** School year course was taken, designated by ending year (e.g. '2011' for the 2010-2011 school year).

Transcript Courses (TC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	Transcript Courses	Identifying Fields				Student Number, Course Title, Course Record ID	
TC	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			
TC	Course Number	Blank OK					
	If present:	Max length = 12	005	Err			
TC	Course Title	Must be present	001	Err			
	If present:	Max length = 20	005	Err			
TC	Core Code	Blank OK					
	If present:	Exact length = 11	006	Err			
		Positions 1 & 2 cannot be '80'	TC.1301	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 1 & 2 cannot be '80'.	
		Positions 9-11 cannot be '000'	TC.1302	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 9-11 cannot be '000'.	
		Must be valid record in CACTUS	TC.1303	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	Assumes Core Codes from prior years are retained - use '_X' suffix on REF table.
TC	Credits Earned	Must be present if grade level is 9-12	TC.1304	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12'.	
	If present:	Must be numeric and less than 10.000	012	Err			
	Credits Earned, Credits Attempted (2)	Must be less than or equal to Credits Attempted unless Credits Attempted is blank	TC.1305	Err	[ColumnName] > [ColumnName2] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	Credits Attempted	Must be present if grade level is 9-12	TC.1306	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12'.	Renamed from TC.1304 (had in twice)
	If present:	Must be numeric and less than 10.000	012	Err			
TC	Grade Level	Must be present	001	Err			
		Must be one of: '07', '08', '09', '10', '11', '12'	009	Err			
TC	School Year	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 4	006	Err			
TC	Course School Name	Must be present	001	Err			
		Max length = 32	005	Err			
TC	Course School Code	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 12	006	Err			
TC	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
TC	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
TC	Multi-record	Must have at least one associated TG record if Grade Level >= 9	TC.1307	Err	No Grade records for Course - [TableName]	Invalid because at least one grade record is required for each course taken in grades '09' - '12'. [ColumnName] = [ColumnData] but no grade records were found for this 'TC' record.	Renamed from TC.1305 (had in twice)
TC	Multi-record	Should have at least one associated TG record if Grade Level < 9 (warning only)	TC.1308w	Warn	No Grade records for Course - [TableName]	Warning because no grade records were found for this 'TC' record and [ColumnName] = [ColumnData]. Grade record expected but not required for courses taken in grade levels less than '09'.	Renamed from TC.1306w Use error code TC.1308 for error message.

Transcript Grades (TG)

Record Type "TG=" (Required for all 9 – 12 grade students) Collected using **UTREx and eTranscript** manifest.

Used for reporting term grades earned in a course for transcript records. Populated using SRE data using UTREx with eTranscript manifest. At least one TG record required for each TC record.

eTranscript submissions may be completed at any time based on student demand, but it may be advisable to complete a weekly eTranscript submission.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD-ID	3				TG=	Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE RECORD ID	12				Numeric 12.0	Course ID
COURSE TITLE	20				Alphanumeric	Title of course, up to 20 characters.
GRADING TERM	10	StudentAcademicRecord/ CourseHistory/Term/Courses/ Course/MarkingPeriods/ MarkingPeriod/TermInfoData/ TermCode	0	StudentAcademicRecord	Alphanumeric	Grading term as recorded in SIS
CREDITS EARNED	4	StudentAcademicRecord/ CourseHistory/Term/Courses/ Course/MarkingPeriods/ MarkingPeriod/ CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.
LETTER GRADE	5	StudentAcademicRecord/ CourseHistory/Term/Courses/ Course/MarkingPeriods/ MarkingPeriod/MarkData/Letter	0	StudentAcademicRecord	Alphanumeric	As recorded in SIS, typically A, B, C…
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	3	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Grades (TG): Detailed Field Descriptions

Record-ID:	**(Required all updates)** Transcript Grades ("TG"), SIF-only. Used for reporting term grades earned in a course for transcript records.
Student Number:	**(Required all updates)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school). **Note:** Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.
Course Record ID:	Internally generated ID for Transcript Grade reference.
Course Title:	**(Required all updates)** Title of course, up to 20 characters. Use course title as found in SIS.
Grading Term:	**(Optional)** Grading term as recorded in SIS (e.g. Storecode in PowerSchool). Does not need to match term info values, grades will be listed by ordinal position.
Credits Earned:	**(Blank OK)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course.
Letter Grade:	**(Required all updates)** As recorded in SIS, typically A, B, C... Any value up to 5 characters is accepted if found in standard or submitted grade scale.

Transcript Grades (TG): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TG	Transcript Grades	Identifying Fields				Student Number, Course Title, Course Record ID, Grading Term	
TG	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
TG	Course Record ID	Must be present	001	Err			
		Must match Course Record ID in 'TC' records	TG.1401	Err	[ColumnName] mismatch - [TableName]	[ColumnData] for [ColumnName] is an internal manifest value that was not found in the 'TC' record. This is a manifest error and should be reported as a bug.	Retain this validation
		Matching 'TC' record (on Course Record Id) must be valid	Dep	Err			Retain this dependency
TG	Course Title	Copied from TC, no validations					
TG	Grading Term	Blank OK					
	If present:	Max length = 10	005	Err			
TG	Credit Earned	Blank OK					Use to sum total credit earned for course.
	If present:	Must be numeric and less than 10.000	012	Err			
		Must be less than or equal to Credits Attempted in corresponding 'TC' record unless Credits Attempted is blank	TG.1402	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] is greater than Credits Attempted on the corresponding 'TC' record, which is not allowed.	
TG	Letter Grade	Must be present	001	Err			
		Max length = 5	005	Err			
TG	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
TG	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Level 2 Exceptions

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Permanent Exit	Warning (Fatal by July 2015)	Triggered if a student was exited from a district with the reason code of DE; or with a HS completion code of GR, G3, GM, GC, or AO; or is not Special Ed and has a HS Completion code of GG or CT.	A historical update form will need to be submitted for the student with the change in exit code or high school completion status change.
Primary Enrollment	Warning	Triggered if a student is registered as a primary (School of Record) enrollment in multiple schools or within multiple LEAs.	Although this is only a warning, checking the report and resolving any problems can alleviate membership issues at the end of the year. Many of the warnings reflect 2 students using the same SSID. Students are allowed to attend multiple LEAs and schools within the same LEA.
Concurrent Registration	Warning	Triggered when a student is enrolled in multiple schools at the same time, allowing for a 20-day overlap, such that the exception is triggered on the 21st day.	If the student is attending two schools, please make sure that membership has been properly pro-rated and that the part time field has been marked.
New SSID	Warning	Triggered when an LEA submits a student with a new SSID but the student had been submitted by an LEA with a different SSID in the past. UTREx matches based on First, Last, and Middle Names, Date of Birth, and Gender.	Contact the other LEA to investigate. If this is the same student, contact USOE to merge the 2 SSIDs. T he lower number will become the new SSID. If it is 2 separate students, contact USOE to have them submitted.
Duplicate SSID	Warning	Triggered when an LEA submits a student to UTREx with an SSID that appears to be in use by another student. UTREx matches based on First, Last, and Middle Names, Date of Birth, and Gender.	Contact the other LEA to investigate. If this is two separate students, contact USOE for assistance.
Student School Membership	Warning	Triggered when the total regular membership (S1) plus any self-contained membership (S2 or S3) is greater than 180 days. **Note:** If a student has been enrolled in more than one school, the student will be allowed 10 additional days of membership per additional school enrollment	If the student is attending two schools, please ensure the student is marked part time and membership is prorated. In rare cases, two LEAs may submit 180 days membership for the same student. Investigation will be needed to determine if there are two students unintentionally sharing an SSID. If so, they will be split and both LEAs will receive the full 180 days.
Student Grade Level Inconsistency	Warning	Triggered when a student's reported grade level in the current year differs by 2 grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data. If the student has legitimately skipped a grade(s), this warning may be ignored.
Student Grade Level Inconsistency	Fatal	Triggered when a student's reported grade level in the current year differs by 3 or more grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data.

Level 2 Exceptions

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Dual SCRAM	Warning	Triggered when a student has dual SCRAM records in two schools at the same time. The error will remain a warning until the 19th day. SCRAM students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.
Dual SCRAM	Fatal	Triggered when a student has dual SCRAM records in two schools at the same time. The error will become fatal at the 20th day. SCRAM students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.

Revisions

March 2015:

- Level 2 Warning added: Duplicate SSID

February 2015:

- S1.375 wording revised
- New Read at Grade Level Codes added
- Added SIF Mapping to ROGL Spring/Fall

November 2014:

- English Language Proficiency Assessment field added to S1 record.
- New Validation: S1x records should not have course, SCRAM, YIC, or incident records. (S1.385).
- New Validation: new warning if student has more than 180 days of membership. (S1.383w).
- Level 2 Validations added to Spec.
- New validation: SCRAM entry date cannot be prior to student's entry date on S1 record (S2.626).

Revisions

August 2014:

- Increased field length of Student Address Line One and Two on Student Transcript to 40 Characters.
- Added S2 flag to indicate whether a student should be administered the 1% alternative assessment (UAA/DLM).
- New validation allowing multiple AM records for grades 3-6 (Validation AM.917).
- Removed validations on Parent/Guardian First/Last Name on Student Transcript.
- District of Residence can now be Blank for a Charter School if the Student has a Resident Status of 'A' (New validation S1.368).
- Exit Code 11 validation has been updated to allow 9th and 10th grade students.
- All S1, S2, and S3 records must now have corresponding exit dates (removed validations S1.384, S2.627 and S3.715).
- UTREx now allows multiple schools of record within the same LEA (Removed validations S1.342 and S1.342t).
- YIC S2/S3 SCRAM validations added, new field added to S3 (S3.719, S3.720).
- YIC DJJS Facility validations added, new field added to S3 (S3.716 and S3.717).
- SSN will be no longer collected. Field has been removed from S1.

UTREx

Utah State Office of Education